

Attendance policy



St Andrew's Benn C of E (VA) Primary School

Staff Lead: D. Horishny

Governor Lead: C. Chandler

September 2026

Review: September 2027

Contents

1. Introduction	3
2. Why Attendance matters.....	3
3. Encouraging, recognising and supporting good attendance.....	4
4. Monitoring and reviewing attendance (see appendix 3)	5
5. Leave of Absence (LOA).....	7
6. Roles and responsibilities	10
7. Legislation and guidance	12
Appendix 1: Every Day Counts	13
Appendix 2: St Andrew's Benn C of E Tiered Approach	13
Appendix 3: monitoring flow chart.....	14
Appendix 4: daily absence procedure.....	15
Appendix 5: attendance codes.....	16

1. Introduction

- 1.1 At St Andrew's Benn C of E Primary, we expect all children on roll to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so.
- 1.2 We believe that the most important factor in promoting good attendance is development of positive attitudes towards school for both pupils and parents. To create this positive intrinsic value associated with school, we strive to make our school a happy and rewarding experience for all children a broad, balanced and enriched curriculum.
- 1.3 We **expect** children to attend school; attendance below 95% (missing 9 – 10 school days a year) raises cause for concern.
- 1.4 However, as a school, we recognise the barriers to accessing education can be both wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families; thus, as a school, we do all that we can to ensure maximum attendance for all pupils by identifying barriers to attendance and addressing these as quickly as possible as there is strong evidence to suggest that poor habits established in the early years of education follow on into secondary school, and even employment.
- 1.5 If allowed to remain unchecked, persistent absence (**19 days** absent in an **academic year**) and lateness can significantly undermine the school's efforts to raise standards.

2. Why Attendance matters

- 2.1 Good attendance is crucial in ensuring:
 - Better results in school
 - Improved health and well-being
 - More opportunities within and outside of the curriculum
 - More meaningful connections with work, play and people
- 2.2 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:
 - Setting high expectations for the attendance and punctuality of all pupils
 - Promoting good attendance and the benefits of good attendance
 - Reducing absence, including persistent and severe absence
 - Ensuring every pupil has access to the full-time education to which they are entitled
 - Acting early to address patterns of absence
 - Building strong relationships with families to make sure pupils have the support in place to attend school
 - Promoting and supporting punctuality in attending lessons.
- 2.3 Just **19 days** absent (90% attendance) per year results in a child being **persistently absent**. This is one day every other week or 4 weeks over the course of the school year (see appendix 1 for how absence equates to sessions missed).

3. Encouraging, recognising and supporting good attendance

3.1 Aims

At St Andrew's Benn, we aim to:

- Improve the overall percentage of pupils at school in line or above the national average.
- Reduce persistent absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued and where they are able to build self-esteem and mental robustness
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- Provide support, advice and guidance to parents and pupils.
- Further develop positive and consistent communication between home and school, fostering positive relationships.
- Implement a system of rewards and recognition.
- Promote effective partnerships with Warwickshire Attendance Service (WAS) and with other services and agencies.
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.
- Develop a systematic approach to gathering and analysing attendance related data.

3.2 Recognition vs Reward

- 3.1.1 The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.
- 3.1.2 We will recognise children and classes for attending school. The ways in which we recognise attendance are:
- Whole school events
 - Certificates
 - Phone calls/messages home
 - Postcards home
 - Meets with children and/or parents
 - Half-termly raffle – children collect tickets for each week of 100% attendance and those tickets are entered into a half-termly draw for KS1 & KS2
 - Additional play times
 - Non-uniform days
 - Highlighting and celebrating attendance within newsletters and assemblies

3.3 St Andrew's Benn Tiered Approach (see appendix 2)

- 3.2.1 At St Andrew's Benn we are focused on a relational, tiered approach of support, because we believe strong relationships with parents, carers, families and pupils are key to pupils attending school.
- 3.2.2 Those with good or improving attendance will be recognised, as will all children throughout the year for attending school.
- 3.2.3 Parents of pupils at risk of persistent or severe absence will be supported, in partnership with the school, to identify barriers that result in a child not accessing education regularly – this can include signposting and help from other outside agencies – and *attendance contracts* may be put into place that are reviewed on a four-week basis. If no improvement in attendance is seen, further advice may be sought from outside agencies such as Warwickshire Attendance Service (WAS).

4. Monitoring and reviewing attendance (see appendix 3)

4.1 Attendance register

- 4.1.1 Parents/carers have a legal responsibility to ensure pupils attend school regularly and on time and, to provide a reason to the school for any absences.
- 4.1.2 Being on time for school is very important. Children who arrive late miss important learning. They also miss important information about what is happening during the day. This can leave a child confused and distressed when he/she/they does not know what is happening throughout the day. Being late frequently can have an impact on a child's ability to form friendships and can lead to lower self-esteem.
- 4.1.3 Regular checks on attendance are carried out by all class teachers. The Attendance registers are marked twice each day, at the start of the morning session and again in the afternoon. Registers are checked by Office staff. Relevant teachers will be contacted after 9.10 to check any absences in the electronic registers, before parents are contacted.

	Morning			Afternoon
	Register opens	Register closes	Arrival after this time will be marked as unauthorised	Registers taken
EYFS & KS1	8.45	9.10		13:00
KS2	8.45	9.10		13:00

4.2 Unplanned absence (see appendix 4)

- 4.2.1 The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence **by 9.30**, or as soon as practically possible, by calling the school office staff, who can be contacted via telephone **01788 574 697**, email **admin3591@welearn 365.com** or **Spider**.
- 4.2.2 School should be contacted **every further day** of absence **before 9.30am**.
- 4.2.3 We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.
- 4.2.4 It is the responsibility of parents/carers to provide sufficient evidence to support a child's illness-related absence, particularly where attendance falls below 95%.
- 4.2.5 Medical evidence is required where a child's attendance falls below 95% in an academic year, or where the reason for absence is not clearly stated. *Acceptable evidence includes a doctor's note, prescription, appointment card, or other appropriate evidence (e.g. a photograph of a thermometer).* Where the evidence provided is insufficient or not deemed authentic, the absence will be recorded as unauthorised. Parents will be notified in advance.
- 4.2.5 Where a child's absence is below 95%, absences will be unauthorised without medical evidence or when the reason given is insufficient as it is our responsibility and ambition to promote consistently high attendance so that all children have the best opportunity to achieve strong educational outcomes as we know that good attendance positively impacts children's learning, progress, wellbeing and social development.

4.3 Planned absence

- 4.3.1 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment with medical evidence. All appointments should be shared with the school office (not the class teacher) via phone, email or Spider.
- 4.3.2 However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum time necessary and attend school around the appointment.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L).
- After the register has closed will be marked as absent, which will be marked as U (unauthorised).

A pupil who is collected late either at the end of the school day or from a club:

- Will be put into our after-school Wraparound
- Will incur a full session charge from Wraparound (see our Wraparound policy)

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
- Conduct a home visit or contact the police for a welfare check on the first day of absence if needed.
- Carry out a home visit by day 3 for all children with unexplained absences.*
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance e.g. *via an attendance contract*.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with the school will liaise with Warwickshire Attendance Service for further advice on how to proceed. This could include: meetings, signposting to outside agencies, an attendance contract, a penalty notice or other legal intervention.

**Note: School may carry out a home visit, even if a reason has been provided, to check-in with children/adults, keep in touch and offer support where and as needed.*

4.6 Keeping in touch

- 4.6.1 With any planned long-term absence, such as medical absence, visits abroad, school will make contact with children once a week, whether via phone call, online meeting (camera on) or a home visit. If we have not been able to see a child within 15 days, we will have a duty to report the absence to the Flexible Learning Team.
- 4.6.2 If a child is struggling to come into school due to Emotional Based School Avoidance (EBSA) or any other mental health condition, school will ensure contact is made with the child via phone call, an online meeting or home visit weekly.

4.7 Reporting to parents

- 4.7.1 Good and improving attendance will be recognised and parents invited into celebration assemblies to celebrate this
- 4.7.2 Those parents with children at risk of persistent absence will be contacted by email, letter or spider first. Attendance for this child will be monitored and reviewed after four weeks.
- o With improvement, the child will be recognised and celebrated.
 - o With no improvement or further decline, the parent will be invited into school for a meeting and an attendance contract put into place whilst any unmet needs are discussed and actions put into place to tackle these to improve attendance.
- 4.7.3 Attendance and absence levels will also be shared with parents via end-of-year reports.

5. Leave of Absence (LOA)

The law states a leave of absence must be applied for in advance. We therefore ask that you make any requests at least 7 days in advance to allow the school to consider any exceptional circumstances relating to the application.

5.1 Expectations

1. A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
2. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
3. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
4. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
5. When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
6. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
7. The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
8. Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
9. Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
10. All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with

Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

11. Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

5.2 Leave of Absence taken in the academic year 2026-27

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3-year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

5.3 Approval for term-time absence

- 5.3.1 A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for and must be applied for in advance.
- 5.3.2 As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.
- 5.3.3 The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request provided by parents.
- 5.3.4 Any request should be submitted as soon as it is anticipated in accordance with the leave of absence request form, accessible via the school website or main office. The Headteacher may require evidence to support any request for leave of absence; therefore, you must request a Leave of Absence in advance.
- 5.3.5 Other valid reasons for **authorised absence** include (but are not limited to):
 - **Illness** (including mental-health illness) and **medical/dental** appointments – medical evidence may be required
 - Religious observance – 1 day authorised absence when that day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.4 Penalty Notices

5.4.1 Penalty notices may be issued by the Local Authority, depending upon:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a LOA was
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

1st Penalty Notice*	2nd Penalty Notice*	3rd Penalty Notice
Charged at £160 if paid within 28 days (reduced to £80 if paid within 21 days)	If issued to the same parent in respect of the same pupil, this will be charged at a flat rate of £160 if paid within 28 days	Cannot be issued to the same parent within 3 years of the date of issue of the first Penalty Notice If threshold is met for a third time, alternative action should be taken: will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

**The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.*

5.4.2 A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

6. Roles and responsibilities

6.1 The Governing board

- Set high expectations of all school leaders, staff, pupils and parents around attendance.
- Ensure that the importance and value of good attendance is promoted within school, including pupils, parents and staff and throughout the School's policies and ethos.
- Work with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Require the Headteacher/Attendance Lead to report on attendance and punctuality at Governing Body meetings.
- Identify a Governor with responsibility for monitoring attendance.
- Annually reviews the school's Attendance Policy.
- Ensure that the school complies with The Education (Pupil Registration) (England) Regulations 2006, DfE coding guidance and other related legislation.
- Attend and assist staff in meetings with parents where appropriate, ensuring all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance.
 - That absence is almost always a symptom of wider issues.
 - The school's legal requirements for keeping registers.
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.

6.2 The Headteacher

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Issuing fixed-penalty notices, where necessary, and/or authorising the Chair of Governors/Deputy Headteacher to be able to do so.
- Ensure school works with the parents of pupils to develop specific support approaches for pupils struggling to access education regularly (those at risk of persistent or severe absence).
- Communicate with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

6.3 The designated senior leader responsible for attendance

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance and ensuring staff understand their responsibilities in promoting and encouraging good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitor and evaluate attendance data, identifying trends for individuals, classes, year groups and the whole school.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff, as well as recognising good and improving attendance.

- Keep track of pupils at risk of persistent and severe absence.
- Liaise with pupils, parents/carers and external agencies, where needed.
- Build close and productive relationships with parents to discuss and tackle attendance issues.
- Create intervention or reintegration plans in partnership with pupils and their parents/carers
- Deliver targeted intervention and support to pupils and families

6.4 The attendance officer/school admin staff

- Record any absences in the school register, using the appropriate codes.
- Contact parents/carers if a child is absent and no message is received.
- Foster positive relationships with pupils, parents and families and check in with targeted children when required
- Support the Attendance Lead with the administration of notifying parents of attendance issues, making appointments and sending any relevant paperwork following meetings.
- Support the Attendance Lead to identify groups of pupils/individual pupils who need support with improving attendance. - Work with the Attendance Lead to keep records of any pupils receiving support in order to track their progress.
- Provide termly attendance data to report to the Headteacher/Governing Body Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices
- Keep in touch with children weekly if they are on a long-term absence

6.5 Class teachers

- Foster positive relationships with all children in their class
- Be aware of any children in their class with poor attendance and monitor accordingly.
- Raise any attendance issues with parents/carers on parents' evenings.
- Monitor the attendance of individual pupils through completing an Attendance Concern Form, liaising with parents/carers and putting low-level incentives in place where appropriate.

6.6 Parents

6.6.1 Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

6.6.2 Parents are expected to:

- Make sure their child attends every day/timetabled session on time
- Call the school to report their child's absence before 9.30am on the day of the absence and each subsequent day of absence, advising when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or WAS
- Seek support, where necessary, for maintaining good attendance, by contacting any member of staff

6.7 Pupils

Pupils are expected to attend school every day, on time.

7. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Appendix 1: Every Day Counts

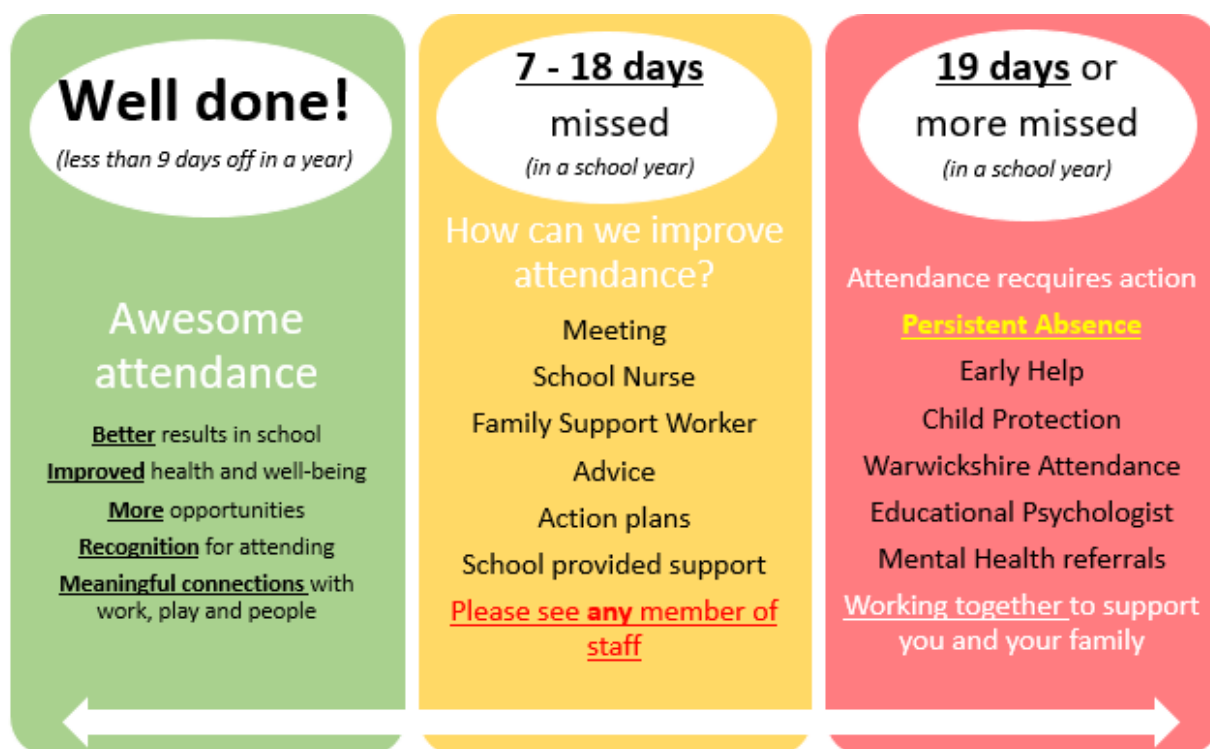
Every day counts				
Attendance	Days Absent	Weeks Absent	Lessons Missed	School missed from Reception to Y6
100%	0 days	0 weeks	0 lessons	0 weeks
97%	5 days	1 week	25 lessons	7 weeks
95%	9 days	2 weeks	50 lessons	14 weeks <i>1 term</i>
94%	12 days	2.5 weeks	75 lessons	17 - 18 weeks <i>50% of 1 school year</i>
90%	19 days	4 weeks	100 lessons	28 weeks <i>80% of 1 school year</i>
85%	29 days	6 weeks	150 lessons	42 weeks <i>Over 1 school year</i>
80%	39 days	8 weeks	200 lessons	56 weeks <i>1 ½ school years</i>

**Persistent
Absence
19 days**

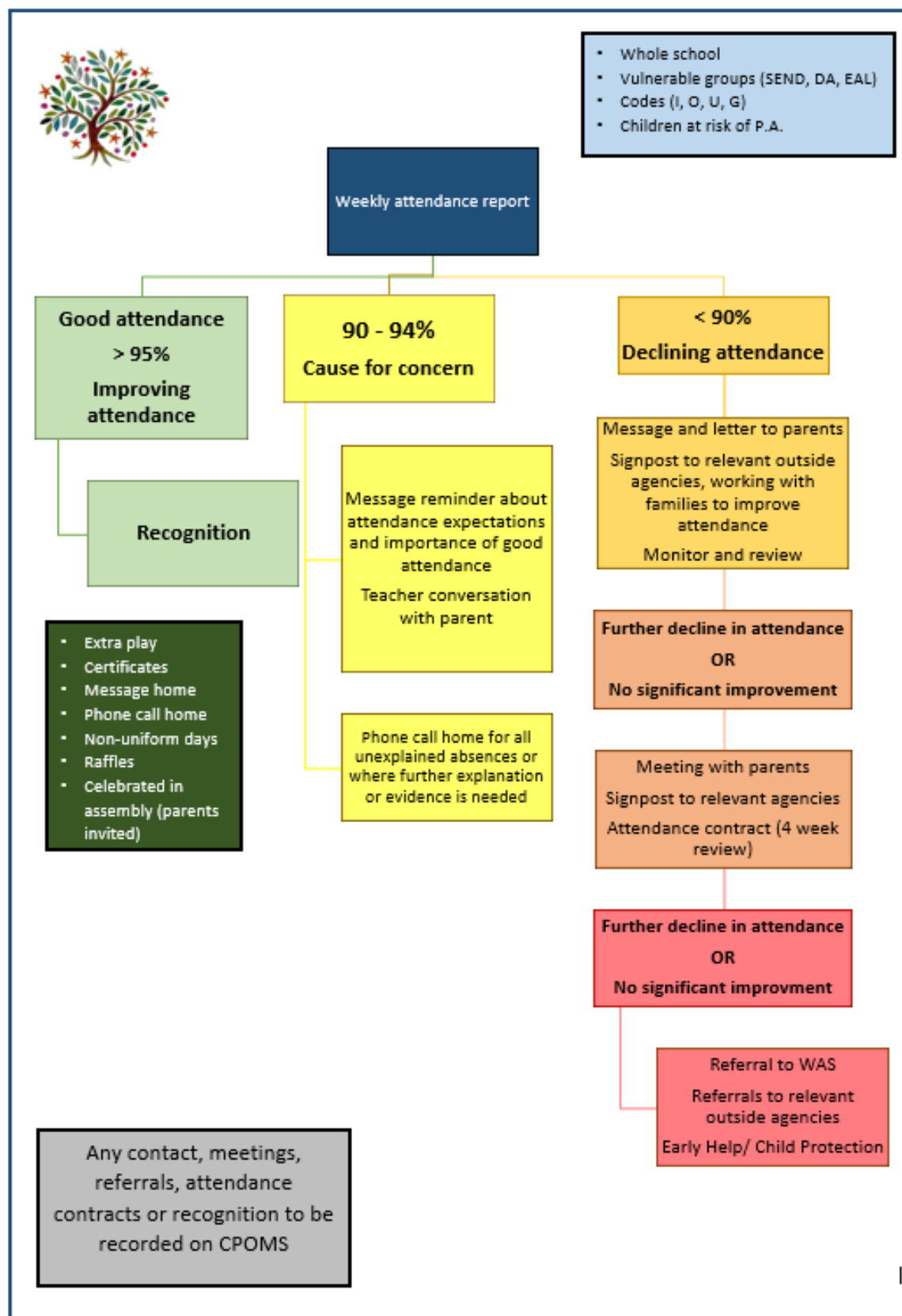
**Good
attendance**

- Better academic achievement
- Better social skills
- Teaching the importance of routine & responsibility
- Focus & engagement
- Building confidence
- Enhanced learning opportunities and experiences

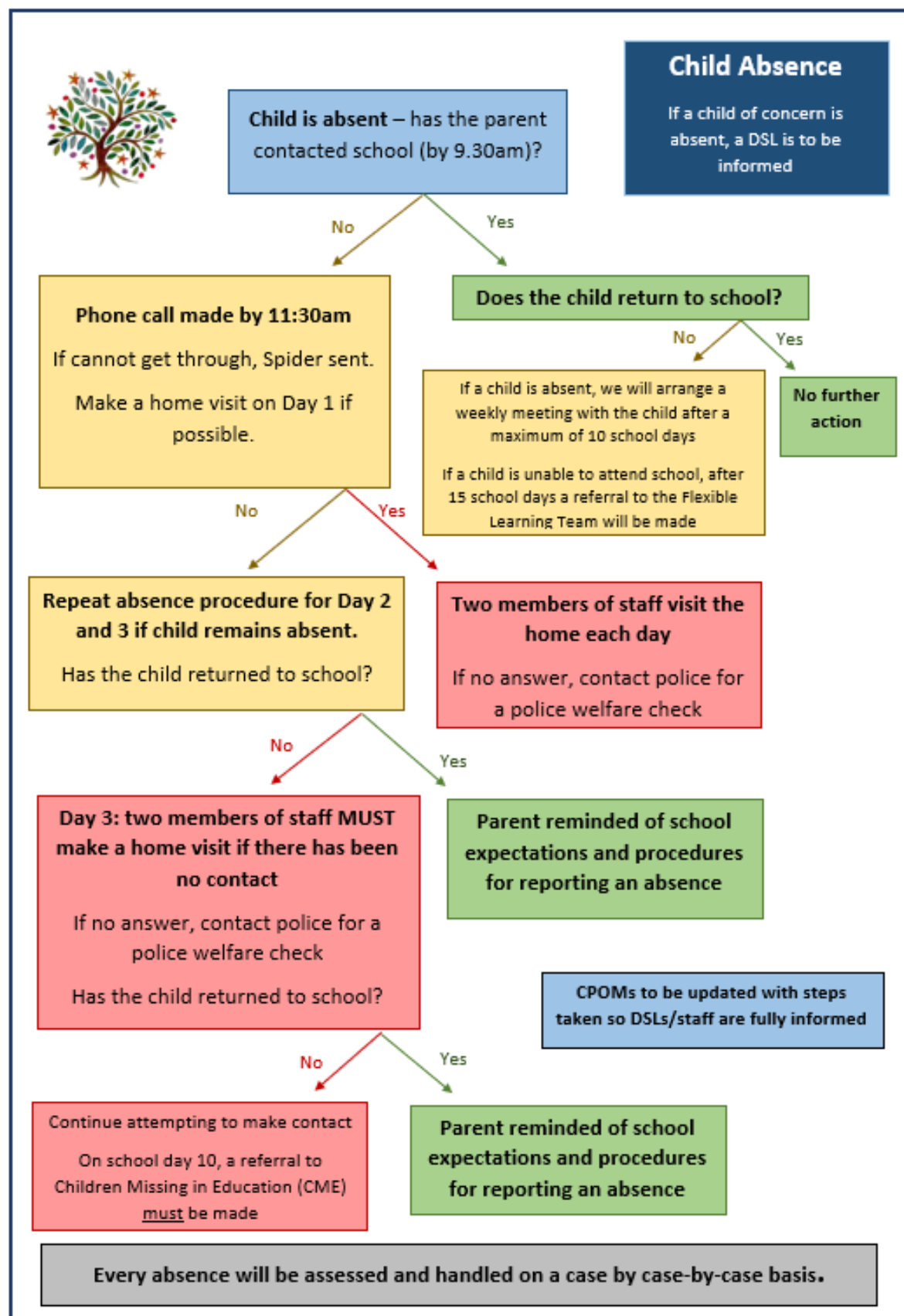
Appendix 2: St Andrew's Benn C of E Tiered Approach



Appendix 3: monitoring flow chart



Appendix 4: daily absence procedure



Appendix 5: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 5: Should I keep my child off?



St Andrew's Benn C of E (VA) Primary School

Should I keep my child off school?

Yes, until ...

- **Chickenpox:** until all blisters have crusted over
- **Diarrhoea & vomiting:** 48hrs from last episode
- **Flu-like temperature:** until temperature is no longer high (above 38°C)
- **Impetigo:** until sores crusted over and healed or two days after starting antibiotics
- **Measles:** 4 days after rash first appeared
- **Mumps:** 5 days after swelling started
- **Scabies:** until they have had their first treatment
- **Scarlet fever:** 24hrs after first antibiotics
- **Whooping cough:** 48hrs after first antibiotics

No but inform you child's class teacher of:

- **Cough**
- **Sore throat**
- **Earache**
- **Headache**
- **Head lice** (*treatment should be applied*)
- **Hand, foot & mouth** *as long as your child has no fever (blisters do not all need to be healed)*
- **Tonsillitis**
- **Conjunctivitis**
- **Cold sores**