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# Rush Green Primary School



## Attendance Policy

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## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

Promoting good attendance and reducing absence, including persistent absence.

Ensuring every pupil has access to full-time education to which they are entitled.

Acting early to address patterns of absence.

We will also support parents to:

fulfil their legal responsibility in ensuring their child attend schools regularly and punctually.

Ensure their child attends school in correct uniform and with the right equipment.

Ensure their child is picked up on time and to notify school immediately if exceptional circumstances necessitate a late collection.

Notify school as soon as possible regarding their child's absence and give prior notice of any hospital or dental appointments.

Notify school immediately of any changes to contact details, especially changes of telephone numbers or collection details.


### **1.2 The link between absence and attainment at Key Stage 2 and Key Stage 4**

The Department for Education found **overall absence negatively effects attainment** at the end of Key Stage 2 and Key Stage 4 – every extra day missed is associated with a lower attainment outcome.

- Pupils with at least 95% attendance achieve 5 or more GCSEs at grades A\* - C
- Only 10% of persistent absentees achieve 5 A\* – C GCSEs compared to 58% of regular attenders
- 21% of persistent absentees had no qualifications compared to only 3% of regular attenders

In Rush Green Primary School, we have also seen the link between high levels of absence and lower attainment. Children who are persistent absentees (as defined by the DfE as attending < 90% of school sessions) will fall behind by approximately a year in Literacy over the course of their time in our school.

In our school we use a 'traffic light' system to assess the pupil's attendance. These thresholds are used to allocate rewards for good attendance and to help us decide on what strategies may be appropriate to implement when supporting parents to perform their legal duty to ensure regular school attendance.

Red	–		Attendance below 90%
Amber	–		Attendance between 90% and 96%
Green	–		Attendance above 96%

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#) • [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Children Act 2004](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

### 3. School procedures

#### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

All entries will be in line with the DfE Attendance codes (see appendix 1).

Every entry in the attendance register will be preserved for at least 3 years after the date on which the entry was made.

**The register for the first session will be taken when the school day begins (as shown in the table below). After 9.15am, any unauthorised late will be recorded as an unauthorised absence (U code) in line with government guidelines.**

	School Day Begins	Class Register closes
<b>Blue Room Sunflower Room Cedar Room</b>	8:45	8:55
<b>Nursery am</b>	8:30	8:45
<b>Nursery pm</b>	12:30	12:45

Reception	8:40	8:50
Years 1 and 2	8:35	8:45
Years 3- 6	8:45	8:55

### 3.2 Unplanned absence

**Parents must notify the school on each day that their child is absent for any unplanned absence- for example, if their child is unable to attend due to ill health. Calls should be made by 9:00am, or as soon as practically possible (see also section 6).**

Parents should call the absence line and leave a clear voicemail. The telephone number for this is:

**ABSENCE LINE = 0208 724 8539.**

Alternatively, parents can email the school via the dedicated email address for reporting absence:

**ABSENCE EMAIL = [Pupil67.301@bdcs.org.uk](mailto:Pupil67.301@bdcs.org.uk)**

The school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. In all cases, the school will need to be notified of any absences. Failure to provide sufficient reason may result in an absence being recorded as unauthorised.

If a child has an ongoing health concern, the school may request permission to seek a medical update from an appropriate healthcare professional via a GP consent form which will be signed by the parent.

#### Absence procedure:

When an absence is not reported, the attendance team will call the parent/guardian to ascertain the cause of absence.

- The PSA will call children on the vulnerable pupil list.
- Children on the school vulnerable pupil list will be called first. All calls to absent pupils must be made before 10.30am.
- For safeguarding reasons voice calls should be made rather than texts for vulnerable pupils.
- Any home visits must be agreed by a member of the safeguarding team to ensure personal safety. Visits should be carried out as per school policy

- After registers are closed, the Office Admin Team will carry out a sweep to double check absence pupils and email names to the Safeguarding Team (includes the PSA)

Where voice contact cannot be made with parents, messages will be left where possible for parents/guardians to contact the School Office as soon as possible.

Where there is a cause for concern; for example, the school is unable to make any contact with parent/s of a vulnerable child, then a home visit may be made (see above) and/or the Local Authority Attendance Officer and/or Social Services will be called to ensure safeguarding.

In cases where we are unable to contact parents when a child is absent, we may have to work closely with the police to establish the whereabouts of the family. Our school will keep the child/ren on roll until advised to remove them by the LA.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment will be counted as an authorised absence where advance notice is given and proof of the appointment is provided.

However, we encourage parents to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

#### Late Procedures

Children entering the school late must enter through the late door and NOT the doors which other classes/year groups are using.

The late door is situated next to the main school office, up the ramp by the school hall.

The staggered start to the school day means that some children start school at different times of the day. Teachers in each year group are responsible for making sure that the outside doors are closed behind them and that children from other year groups do not slip through.

The late door is supervised by the PSA who will record the name and class of the child, time of entry and the reason for lateness. This is so that the school is able to track punctuality patterns.

Parents will be expected to sign children in and give a reason for absence. Staff must always be mindful that in almost all cases, lateness will not be the child's fault.

Staff will sign next to the child's name so that we can track any patterns.

Phone calls will be made to parents of children in Year 5 and 6 that make their own way to school and are late. This also applies to children in other year groups that appear at the door without parents accompanying them.

The PSA will ensure that all children coming through the late door are registered using the LATE RECORDING FOLDER.

From 9:00 onwards, staff will check classes for unrecorded children and ensure that registers are updated. It is the teacher's responsibility to ensure that pupil information is passed on immediately.

**The Late Door closes at 9:00am.**

Any child who is late after this time will use the Main Office, where they will be registered.

From 9.15am onwards, the Late Folder will be returned to the front office and the PSA will start making calls to the parents of absent children.

The attendance officer will go to the appropriate classes to ensure all late children have arrived to class safely.

A pupil who arrives late, but before the register has closed, will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Where a pattern of poor punctuality is established, the school will notify parents of their concerns via a letter. If the punctuality issues continue, then parents will be asked to attend a meeting with the relevant school staff.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as an unauthorised absence and will be subject to legal action.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

School systems are in place to ensure that absences are followed up in a timely manner, to ensure that the appropriate next steps are taken and to establish the reason for absence (see Appendix 2 – Absence Protocol Flowchart).

Where a child is absent and the school is yet to be informed, '*First-day calling*' procedures will be put in place. This will include:

- Text message and parent mails to parents to ascertain reasons for absence
- Telephone call from the PSA/ Attendance team
- Home Visits
- Letter home



If we have no contact with a parent/ carer for 3 days, staff will carry out a welfare check in the form of a home visit. If this is unsuccessful and we still have had no contact, it will be referred to 'Children Missing in Education and Children's services if appropriate.

Whilst Rush Green Primary School considers all pupils with low attendance as vulnerable, the Designated Safeguarding Leader (DSL) may prioritise the most vulnerable children as a safeguarding concern and will carry out a home visit on the first day of absence if the safety of the child cannot be established.

### **3.6 Reporting to parents**

Parents will be informed of their child's attendance in termly parents' meetings and within the end of year report. However, where there are concerns about a pupil's attendance, the PSA will contact parents via a letter, telephone call or school-based meeting.

Where attendance concerns are not resolved, or if there is no noticeable improvement, the school may refer the case to LBBD Education Prosecutions.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Headteachers or designated persons may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances may include educational visits, approved sporting activities or circumstances such as a family bereavement.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

### **4.2 Leave of absence**

Leave of absence during term-time and holiday requests will be discouraged and families reminded of the impact that absence from school has upon pupils' attainment and progress. Should a parent or carer wish to apply for a leave of absence, then a form from the school office or downloaded from the school's website should be completed. In order to validate the reasons for absence, or to verify the length of the leave, the school may request to see evidence which may include flight tickets and booking confirmation.

All requests for a leave of absence will be forwarded to the school's governing body, who will make a decision as to whether the leave of absence can be granted.

In deciding whether to grant the leave of absence, the following factors will be taken into account:

- Children with attendance of 90% or less will not be authorised
- The child's historic attendance levels
- Discussions with the class teacher

- The circumstances behind the leave of absence
- Whether the parents are restricted in terms of leave by their own employer
- No leave of absence will be granted during the period leading up to and including the week/s of statutory testing

When leave of absence is agreed, a maximum of 5 days may be approved. Following this, the absence will be unauthorised.

Unauthorised absences that have been taken without seeking prior approval, or when approval has not been given, may result in a penalty notice being issued in accordance with the [London Borough of Barking and Dagenham Penalty Notice Code of Conduct](#) which states:

*'If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.'*

#### **4.3 Reasons for authorised absence**

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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 of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

#### **4.4 Reasons for unauthorised absence**

Unauthorised absences are mornings or afternoons away from school without good reason and for which no leave of absence has been approved. Examples include:

- Staying at home because a parent is sick or cannot take the child to school
- Birthday treats
- Shopping
- Hair cuts

- Waiting for deliveries or maintenance companies
- Head lice (see Appendix 3)

#### **4.5 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents will have an initial fine: £80 per parent, per child, if paid within 21 days. Late payment: £160 if paid after 21 days but within 28 days.

Subsequent offences: Fines increase, with second offences at a cost of £160 and third offences leading to prosecution or other sanctions. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent under Section 444(i) of the Education Act as a strict liability offence or to withdraw the notice. In consultation with LBB Education Prosecutions, the school may also refer cases to magistrates' court under both Section 444(i) and Section 444(1a) of the Education Act. The latter is the aggravated version of the offence which could result in a fine, a community order or up to 3 months' imprisonment.

Consideration will also be given to seeking an Education Supervision Order and referring the matter to the Family Court.

### **5. Strategies for promoting attendance**

Rush Green Primary School expects that children on roll will attend every day, as long as they are fit and healthy enough to do so. We do all that we can to encourage the children to attend and to support families in ensuring that this happens. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make school a happy and rewarding experience for all children. We recognise and reward children who attend school regularly, or make good progress in improving their attendance in a number of ways, such as:

- Termly rewards for good or improved attendance (pencils, certificates, badges etc.)
- End of year rewards (movie nights, discos etc)
- Certificates

- Traffic light system
- Inform and remind parents of the benefits of good levels of attendance
- Communicating with parents regularly on their child's attendance
- Informing and meeting parents when there is a decline in their child's attendance to establish what means of support can be given

## 6. Attendance monitoring

The attendance team monitors pupil absence on a fortnightly basis.

During fortnightly attendance profiling meetings, the attendance team will consider a number of factors to 'RAG' rate the pupils' attendance. Where there are concerns over the patterns of absence seen, or if a child's attendance has fallen below the target of 96%, the parents may be contacted by the school's PSA. This contact may be via a letter, telephone call or an invitation to attend a school-based meeting. Regular updates on attendance will be given by the PSA to parents of children whose attendance is being monitored.

If, after contacting parents, a pupil's absence continues to rise, or if parents are not engaging with the school, we will consider referring to the LBBB Education Prosecutions.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this regularly with governors.

## 7. Dual-Roll and Long-Term Absence

There may be occasions when a pupil at Rush Green Primary School is absent from school for a long period of time, or may be dual-registered in another educational establishment. In these circumstances, the school will:

- Monitor attendance regularly to ensure regular attendance and safeguarding requirements are met
- Consider sending additional work home to lessen the impact upon the child's education
- Liaise with other professionals, such as the Hospital Home Tuition service and Hospital Schools etc.

## 8. Roles and responsibilities:

Who	Responsibility
Parents and Carers	<p>Parents will:</p> <ul style="list-style-type: none"><li>• Inform the school on the first day of absence and on each day thereafter</li><li>• Discuss with the class teacher/ office any planned absences well in advance</li><li>• Support the school with their child in aiming for 100% attendance each year</li><li>• Make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable</li><li>• Avoid taking their child out of school for non-urgent medical or dental appointments</li><li>• Only request leave of absence if it is for an exceptional circumstance.</li></ul>
The Governing Body	<p>The governing body is responsible for monitoring attendance data for the whole school on at least a termly basis. They also hold the headteacher to account for the implementation of this policy. Attendance figures are included as a standing agenda item in Full Governing Body meetings and in Teaching and Standards Committee meetings.</p>
The Headteacher and Leadership Team	<p>The headteacher and designated deputy are responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.</p> <p>They also support other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary</p>

<p>The Parent Support Adviser (PSA) and Attendance Team</p>	<p>The PSA (as part of the attendance team):</p> <ul style="list-style-type: none"> <li>• Monitors attendance data at a whole school level and individual pupil level – investigates and works towards resolving patterns of lateness and absence</li> <li>• Supervises and tracks pupil lateness and is responsible for ensuring all late children are recorded. To action when this is not the case</li> <li>• Reports concerns about attendance to the headteacher</li> <li>• Works with the LA and other agencies to tackle persistent absence</li> <li>• Arranges calls and meetings with parents to discuss attendance issues</li> <li>• Carries out home visits</li> <li>• Calls vulnerable pupils with unreported absences</li> <li>• Supports parents and children who may be finding it difficult to</li> <li>• attend regularly and punctually</li> <li>• Ensures good communications and strategies to provide early intervention</li> <li>• to ensure that parents fulfil their legal responsibilities – this includes</li> <li>• working in an advisory role, as a PSA. This may involve coffee mornings and</li> <li>• meetings to secure early attendance habits with EYFS for example</li> <li>• Regularly monitor the attendance of any children who are dual-registered</li> </ul>
<p>Class Teachers</p>	<p>Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office.</p> <p>Teachers will use the online register (Arbor) using only the following codes: Present/ Not present</p> <p>All teachers will complete the register at the beginning of every session and ensure that it has been saved correctly and is accurate.</p> <p>Parents giving reasons for absence will be directed to the PSA or school office.</p>

Office staff	<p>Office staff are expected to:</p> <ul style="list-style-type: none"> <li>• Listen to messages left on the absence line and read emails from parents reporting their child's absence and record this information on the electronic register.</li> <li>• Receive notification in advance of medical appointments etc.</li> <li>• Check whether children marked as absent are in school or not.</li> <li>• Forwards a list of absentees to the PSA following procedures.</li> </ul>
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## 9. School Leavers and Children Missing Education (CME)

If your child is to leave school (other than transferring at the end of the Year 6), parents/carers are asked to give the school office full and comprehensive information about their plans to leave. Information should include:

- Date of move
- New address
- Telephone numbers
- The new school for the child, or, the parent's/carers' intentions to ensure they are in receipt of effective education in regard their age, ability and aptitude
- The last day of attendance at Rush Green Primary School

This information should be submitted to the school in writing and signed by the parent/carers.

Until Rush Green Primary School receives confirmation that the child has started their new school, normal attendance procedures are followed and the child will remain on the roll of Rush Green Primary School. In these circumstances all absences will be reported as unauthorised.

If a student leaves and we do not have the above information, then your child will be considered to be a 'Child Missing in Education'. This requires the school and Local Authority to investigate their whereabouts and reason for non-attendance. This may involve the Police, Children's Social Care and other agencies as appropriate and required. By parent's/carers' providing this information, these investigations can be avoided.

## 10. Absence through competing at regional, county or national level for sport

Parents/carers of able sports persons can seek leave of absence from school for their child to take part in regional, county, national or international events and competitions. It is however the discretion of the Head Teacher whether to authorise this. They will need to discuss with the parents/carers the nature and frequency of the absence and how the child's learning will be upheld if absent from school. Permission to leave early or arrive late to attend training sessions will also be at the discretion of the Head Teacher. NB: It is not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

## 11. Monitoring arrangements

This policy will be reviewed every four years by the strategic lead for attendance. At every review, the policy will be shared with the governing body.

## 12. Links with other policies

This policy is linked to our child protection and safeguarding policy.

## 13. MISSING PUPIL PROTOCOL

In the case of a missing pupil (the pupil has not been recorded as being present in the school but the parent/guardian tells us that the child should be in school) then the following steps must be taken:

1. Check to see if the class teacher has seen the child and whether the child is in class/assembly/computing etc.
2. If the child is in class/assembly, then inform a member of the SLT and telephone the parent to advise them that the child has been found and review register procedures to investigate.
3. If the child is not in class and has not been seen, inform the Head Teacher or acting Head Teacher immediately, who, with SLT will carry out a rapid school search.
4. If the child is still not found, (and in any case, after 30 minutes), the Police must be called to inform them that there is a missing child - giving them all the information that is required (including any relevant medical information or special need).
5. Telephone the parent after the call to the Police has been made.
6. Print 5 x copies of the child's photo (from School records for Police use).
7. Carry out a local search with available staff and work with the Police as required.



## Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

**Barking &  
Dagenham**



# School Attendance Codes

**September 2024**

This document must be read in conjunction with the new [DfE Working Together to Improve School Attendance Statutory Guidance](#) which applies from 19 August 2024. It sets out the statutory legal coding requirements that all education establishments must use when recording pupil's attendance.

All schools, must keep an attendance register in accordance with the School Attendance [\(Pupil Registration\) \(England\) Regulations 2024](#). Regulation 10 sets out the contents of the attendance register.

The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing along with strengthening the safeguarding of school aged children.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. Usually, a substantial break such as a lunchbreak separates one session from the next.

Lessons that take place after the lunchtime break will therefore be a different session from the ones before the break.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3 and 10(8) of the regulations and summarised below.

Where a child or young person is displaying 'internal truancy patterns' (i.e. registering and then not attending lessons) this type of behaviour will need to be addressed by the school. The Local Authority may only intervene where a pupil is failing to register and the absences for the sessions in question have been coded as unauthorised.

## Attending the school

*Relevant regulation 10(2) Table 1*

Code / \: Present at the school / = morning session \ = afternoon session

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.

*(This code is classified for statistical purposes as attending)*

## Code L: Late arrival before the register is closed

The pupil was absent when the register started being taken but arrives before the register is closed. Schools should

actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent.

This should be the same for every session and not longer than 30 minutes. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate.

*(This code is classified for statistical purposes as attending)*

## Attending a place other than the school

*Relevant regulation 10(3) Table 2*

### Code K: Attending education provision arranged by the local authority

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.

Schools must also record the nature of the provision (regulation 10(5)), examples are:

- *attending college courses;*
- *attending unregistered alternative provision such as, home tutoring.*

Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

*The K code was introduced for when the LA is arranging the education i.e. they are approving it and the person supervising it, it is not about who is funding it ( when its a B code the school is responsible for all of those checks and approval) so the fact a child has an EHCP and where the funding has come from shouldn't have an impact.*

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

### Code V: Attending an educational visit or trip

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.

If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

## Code P: Participating in a sporting activity

The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where
- educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.

The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

## Code W: Attending work experience

The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where
- educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

## Code B: Attending any other approved educational activity

The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where
- educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the
- pupil's attendance has been approved.

Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged by the school.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.

The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of

any absences by the pupil. The school must record the pupil's absence using the relevant absence code.

As set out in the DfE's guidance on 'Providing remote education', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

## Code D: Dual registered at another school

*Relevant regulation 10(4) Table 3*

The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school

at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

*This code is classified for statistical purposes as Approved Education Activity (Counts as present)*

## Absent - leave of absence

*Relevant regulation 10(4) Table 3*

All schools must use the following codes to record the reason for a pupil being absent with leave:

### Code C: Leave of absence for exceptional circumstance

All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless

there are exceptional circumstances.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with

leave for a reason that is not covered by another leave of absence code.

*(This code is classified for statistical purposes as authorised absence)*

#### Pregnant pupils

Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.

### **Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.**

All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances:

- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.

- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.

*(This code is classified for statistical purposes as authorised absence)*

### **Code C2: Leave of absence for a compulsory school age pupil subject to a parttime timetable**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is

in a pupil's best interests, there may be a need for a temporary parttime timetable to meet their individual needs in line with paragraphs 67 – 70.

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time,

if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only parttime and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.

*Not to be used for flexi learning or education otherwise. Only to be used where reduced timetable is in place*

### Code M: Leave of absence for the purpose of attending a medical or dental appointment

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is

satisfied

that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.

*(This code is classified for statistical purposes as authorised absence)*



## Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

This interview must take place during the session for which it is recorded.

*This code replaces the old J code, still the same but statistical meaning has changed*

*(This code is classified for statistical purposes as authorised absence)*

## Code S: Leave of absence for the purpose of studying for a public examination

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

*(This code is classified for statistical purposes as authorised absence)*

## Code X: Non-compulsory school age pupil not required to attend school

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.

Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.

*(This code is classified for statistical purposes as not a possible attendance)*

### Under compulsory school age

In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.

### Over compulsory school age

Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.

## Absent - other authorised reasons

### Code T: Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is

travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s)

is engaged in a trade or business of such a nature as to require them to travel from place to place.

Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given.

If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

*This code is classified for statistical purposes as authorised absence. Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.*

### Defence in the law

Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200, they should do so.

### Code R: Religious observance

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).

As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:

- Setting term dates around days for religious observance;
- Working with local faith groups to develop guidance on absence for religious observance;
- Taking INSET days that coincide with religious observance days; and
- Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

*(This code is classified for statistical purposes as authorised absence)*

### Code I: Illness (not medical or dental appointment)

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes

the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern.

Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot

provide evidence in the form requested but can provide other evidence, schools should take this into account.

Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

*(This code is classified for statistical purposes as authorised absence)*

### Code E: Suspended or permanently excluded and no alternative provision made

The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.

When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).

*(This code is classified for statistical purposes as authorised absence)*

## Absent - unable to attend school because of unavoidable cause

Code Q: Unable to attend the school because of a lack of access arrangements

The pupil is unable to attend the school because a local authority has a duty set out in regulation 10, 12 or 13 to make access arrangements to enable the pupil's attendance at school and have failed to do so.

This code applies when a student is unable to attend school due to access arrangements, such as issues with disabled access or when the LA has failed to arrange necessary transport. If the student is unable to attend due to transport normally provided not being available 'Y1' should be used instead.

*(This code is classified for statistical purposes as not a possible attendance)*

Code Y1: Unable to attend due to transport normally provided not being available

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles.

In each case measured by the nearest available route.

*(This code is classified for statistical purposes as not a possible attendance)*

Code Y2: Unable to attend due to widespread disruption to travel

The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.

*(This code is classified for statistical purposes as not a possible attendance)*

Code Y3: Unable to attend due to part of the school premises being closed

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

*(This code is classified for statistical purposes as not a possible attendance)*

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

*Relevant regulation 10(9)*

Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.

This code may not be used for any planned closure such as weekends or holidays.

*(This code is classified for statistical purposes as not a possible attendance)*

#### Code Y5: Unable to attend as pupil is in criminal justice detention

##### *Relevant regulation 10(14)*

The pupil is unable to attend the school because they are:

- in police detention,
- remanded to youth detention, awaiting trial or sentencing, or
- detained under a sentence of detention.

If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.

A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause)

if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.

Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.

*(This code is classified for statistical purposes as not a possible attendance)*

#### Code Y6: Unable to attend in accordance with public health guidance or law

The pupil's travel to or attendance at the school would be:

- contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary
- of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or
- prohibited by any legislation relating to the incidence or transmission of infection or disease.

#### Code Y7: Unable to attend because of any other unavoidable cause

An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.

Schools must also record the nature of the unavoidable cause (regulation 10(6)).

*(This code is classified for statistical purposes as not a possible attendance)*

## Absent - unauthorised absence

### Code G: Holiday not granted by the school

The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

*(This code is classified for statistical purposes as unauthorised absence)*

### Code N: Reason for absence not yet established

Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.

Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

*(This code is classified for statistical purposes as unauthorised absence)*

### Code O: Absent in other or unknown circumstances

Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

*(This code is classified for statistical purposes as unauthorised absence)*

### Code U: Arrived in school after registration closed

*Relevant regulation 10 (7) and (8)*

Where a pupil has arrived late after the register has closed but before the end of session.

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.

*(This code is classified for statistical purposes as unauthorised absence)*

## Administrative codes

### Code Z: Prospective pupil not on admission register

To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement.

Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places.

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.

If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.

*(This code is not collected for statistical purposes)*

### Code #: Planned whole school closure

Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);
- up to 5 non-educational days; and
- use of the whole school as a polling station.

*(This code is not collected for statistical purpose)*



## Appendix 2: Headlice / Nits

The following policy advises parents on the school's policy regarding whether absence due to head lice will be authorised or not.

### Concerned About Headlice or Nits?

From time-to-time, children may pick up head lice. This is not related to dirty hair, but through contact with other people's hair or clothing. The lice may make your child's scalp feel itchy, or as though there are things moving in their hair.



The only way to be sure someone has head lice is by finding live lice. You can do this by combing their hair with a special fine-toothed comb (detection comb). You can buy these online or at pharmacies. **There is no need to see a GP.**

#### What parents should do if they discover headlice

When a parent or carer discovers that their child has headlice, they should treat the infestation immediately. Usually this will involve 'wet-combing'; combing the hair when wet with a special fine toothed comb, or using a medicated lotion or spray.

**The child should still attend school following this treatment.** If headlice are discovered in the morning, we would still expect to see the child in school once the treatment has been carried out.

#### What will the school do?

If a member of staff observes a child with headlice, we will call the parents at the end of the day. In some cases, we may call home sooner - the parent may wish to collect their child in order to treat the infestation or to make their child feel more comfortable.

We will signpost parents to the latest NHS guidance, which can be found at: <https://www.nhs.uk/conditions/headliceand-nits/>

The school will expect the child to attend school the following day - government guidance states that there is no need for children to be absent from school. As a result, any absence due to headlice will be unauthorised.

If the problem persists, or in the case of a severe infestation, the school may ask for parental consent to seek advice and guidance from the school's nursing team.

The school will no longer send out 'mass alerts' when there is an outbreak of headlice. There are a few reasons for this. Most schools and nurseries are likely to have a few children with headlice at any one time. On that basis, 'alert' letters could potentially be required every day. 'Alert' letters also frequently lead parents to attempt to treat their children preventatively, which is neither effective nor advised. Headlice infection cannot be prevented, and over-use of insecticide treatments may lead to resistance. We will, though, provide helpful information for parents about the detection and treatment of headlice infection on a regular basis, for example at the start of a new term.

### Appendix 3: Absence Advice

Parents often ask whether their child should attend school when they have been sick or how long to keep their child absent from school. We use government guidance published by [Public Health England](#) to ascertain whether a child needs to be absent and to decide when a child can return to school. The school may refer to this when deciding if an absence can be authorised or not.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	24 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts of cases who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled



<b>Respiratory infections</b>	<b>Recommended period to be kept away from school, nursery or childminders</b>	<b>Comments</b>
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

<b>Other infections</b>	<b>Recommended period to be kept away from school, nursery or childminders</b>	<b>Comments</b>
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.