



The Priory School of Our Lady



Whole School Attendance Policy

Reviewed by: Executive Committee

On:

Next review due: September 2025

Signature of Principal

1. Introduction

Priory School recognises the vital importance of regular school attendance for all pupils. Good attendance is directly linked to academic achievement, social and emotional well-being, and future life success. This policy outlines the school's approach to ensuring high levels of attendance and addresses the impact of absence on pupils' learning. It is developed in line with the **Keeping Children Safe in Education (KCSIE) 2023** guidance and the government's **Working Together to Improve School Attendance** framework.

2. Roles and Responsibility

- Attendance issues are regularly reported and monitored by the School Leadership Team at their weekly meetings.
- The Principal, School Manager and Head of IT meet termly with the Attendance and Inclusion Team from the Local Authority to discuss the monitoring, analysis and follow up of attendance issues.
- The School Office staff will work alongside the School Leadership Team to monitor absence on a day to day basis and record reasons for absence on the school system.
- Form Tutors are responsible for recording attendance on a daily basis in the morning and afternoon registration sessions, using the correct codes for 'present' or 'late'. The reasons for any absence including late arrival will be entered by the School Office.
- Parents are expected to ensure their child attends every day and arrives on time for 8.30am and remains until the close of school which is 4.00pm. They must also communicate with the School Office to report their child's absence before 9am on each day of absence and advise the reason for absence and when the pupil is expected to return.
- Pupils are expected to attend morning and afternoon registration and, sign out/in as appropriate at reception if attending school for only part of the day or cannot attend registration. Absence due to poor health during the school day will only be authorised by SLT or the School Office. Pupils should not contact home themselves to arrange to leave school early.

3. Registration

- **Morning:** Registration takes place between **8:30am and 8:40am**. Pupils arriving during registration time will be marked as 'late'. After registration is closed at 8:40am pupils will be marked as 'absent'.
- **Afternoon:** Registration takes place between **1:25pm and 1:30pm**. Pupils arriving during registration time will be marked as 'late'. After registration is closed at 1:30pm pupils will be marked as 'absent'.

4. Authorised Absences

- **Illness:**
 - Pupils should only be kept at home if they are too unwell to learn.

- Where possible, parents/carers should inform the school of their child's absence by 9:00am on the day of absence.
- Medical evidence may be requested for prolonged absences this at the Principal's discretion.
- **Medical Appointments:**
 - Where possible, appointments should be made outside of school hours.
 - If this is not possible, parents/carers should provide the school with a medical appointment card or a letter of confirmation.
- **Family Holidays:**
 - School holidays should be taken during the designated holiday periods.
 - Requests for leave of absence during term time will only be granted in exceptional circumstances and must be submitted in writing to the Principal in advance using the Absence Request Form, outlining the reasons for the request.
- **Religious Observances:**
 - The school will consider requests for leave of absence for religious observance on a case-by-case basis.

5. Unauthorised Absences

- **Holidays:**
 - Holidays taken in term time are strongly discouraged and are generally unauthorised.
- **Truancy:**
 - Truancy is unacceptable and will be addressed seriously.
 - The school will work with parents/carers, external agencies (e.g., Inclusion and Attendance Department from the Local Authority), and other relevant professionals to address truancy issues.
- **Persistent Absence:**
 - Persistent absence, regardless of the reason, can significantly impact a child's education.
 - The school will monitor attendance closely and intervene early to support pupils and families experiencing attendance difficulties.
- **Children at Risk of Missing Education**
 - KCSIE (2024) highlights that children being absent from school repeatedly and/or for prolonged periods can be a warning sign for a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Monitoring and early intervention is essential to help

prevent the risks of an absent child becoming 'Missing from Education' in the future.

6. Communication and Support

- The school will regularly communicate with parents/carers about their child's attendance through reports and the Parent Portal.
- Parents/carers are encouraged to contact the school immediately if they have any concerns about their child's attendance.
- The school will provide support to families experiencing difficulties with attendance, such as:
 - Meetings with parents/carers
 - Referrals to external agencies

7. Monitoring and Review

- The school will regularly monitor and review attendance data.
- This policy will be reviewed annually.

8. Legal Considerations

- This policy is in accordance with relevant legislation, including the Education Act 1996 and the Education and Inspections Act 2006.

9. School Contacts

- Parents/carers should contact the school office if they have any questions or concerns regarding this policy.

10. Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

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 admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA	<ul style="list-style-type: none"> The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision. 	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> 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. 	Attending an approved educational activity (present)

		<ul style="list-style-type: none"> • The visit or trip must take place during the session for which it is recorded. • Code V can only be used if the pupil is present at the visit. 	
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> • P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. • 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. 	Attending an approved educational activity (present)
W	Attending Work Experience	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • 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 	Attending an approved educational activity (present)

		<p>under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</p> <ul style="list-style-type: none"> • 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. 	
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • 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 	Attending an approved educational activity (present)

		<p>for which the pupil's attendance has been approved.</p> <ul style="list-style-type: none"> 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 	
D	Dual Registered at another school	<ul style="list-style-type: none"> 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 u 	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence

J1	Leave of absence for Interview	<ul style="list-style-type: none"> • Agreement in Advance • Application by parent child normally lives with • In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> • 	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time • Temporary • See Working Together to improve attendance 	Authorised Absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • 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 	Authorised absence

		<p>as to require them to travel from place to place.</p> <ul style="list-style-type: none"> 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. 	
R	Religious Observance	<ul style="list-style-type: none"> 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) 	Authorised Absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> 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. 	Authorised Absence
E	Suspended or Permanently excluded with no alternative provision made	<ul style="list-style-type: none"> 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 	Authorised Absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the	Not a possible attendance

		school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	
Y1	Unable to attend due to transport normally provided not been 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	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
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.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	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	Not a possible attendance

		must be marked with code Y4 to record the fact that the school is closed.	
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>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</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • 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. 	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	<p>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.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence
N	Reason for absence not yet established	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	Unauthorised absence
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.	Unauthorised absence
U	Arrived in school after registration closed	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	Unauthorised absence

		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	
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Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED

Authorised by the Principal, Mr David EJJ Lloyd

September 2024