



# Attendance Policy

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Checked by: Kari Anson, Headteacher  
Adopted by Governors:  
Review Date: September 2026

## Introduction

*Brays School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.*

At Brays School, we are driven by an unwavering commitment to making school attendance a top priority, fully integrated with every aspect of school improvement. Using the Inclusive Attendance Model – the first and only accredited programme providing the pedagogy of practice – we support children and families to connect, belong, and thrive.



## Contact Details of School Staff at Brays School

Name of Staff Member	Roles and Responsibilities	Contact Details
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## Policies and Practice

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. Brays School adhere to the following key attendance acts in the UK:

*Education Act 1996:* The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.

*Education (Pupil Registration) Regulations 2006:* These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.

*Education (Pupil Registration) (England) (Amendment) Regulations 2013:* These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.

*School Attendance Code of Practice:* The School Attendance Code of Practice provides guidance to schools, local authorities, and parents on the law and procedures relating to school attendance and absence. It sets out the principles for promoting good attendance and dealing with poor attendance.

*Local Authority School Attendance Guidance:* Each local authority in the UK may provide its own guidance and policies on school attendance. Schools should be aware of and follow the specific guidance issued by their local authority.

*Department for Education (DFE) Guidance:* The DFE periodically issues guidance documents and updates related to school attendance. Schools should stay informed about the latest DFE guidance 2024 and follow any recommendations or requirements outlined in these documents.

*Child Employment Legislation:* Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.

*Children Missing Education (CME) Statutory Guidance:* This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.

*Section 19 of the Education Act 1996 (England and Wales)* outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.

## Additional Policies aligned to the Attendance Policy at Brays School

- Behaviour & Relationships Policy
- Teaching and Learning Policy
- Safeguarding Policy
- SEND statement
- Pupil Premium Policy

## **Inclusive Attendance Implementation Programme**

Each year, Brays School reviews and further enhances attendance practices through dedicated participation in the Inclusive Attendance 7-month implementation programme. This investment allows us to remain at the forefront of educational change and extends unparalleled support to our children and their families, equipping them with access to the finest possible support.

### **Impact and Collaboration**

Through our ongoing year-long implementation programme, and five year long-term strategy, we deliver measurable impact by creating an inclusive attendance culture and improving outcomes for children and young people. We are outward-facing in our approach and value working regionally and nationally, through a systems-led model with other schools and external agencies. We continually strengthen and enhance our offer year on year. This work is underpinned by ongoing accredited CPD for staff, ensuring sustainable change, stronger outcomes for children and young people, and a deeply embedded culture of collective responsibility.

### **Roles and responsibilities**

#### **What is expected of parents and carers?**

- To ensure that their child/children attend school as much as possible
  - To ensure that their child/children attend school on time
  - To provide reasons for lateness and absence by 8.30am on the day of absence.
  - To provide medical proof for any appointments, where possible before the appointment date. Where possible, to have appointments outside of school hours
  - To work in partnership with school to resolve any problems that may impact their child's attendance
  - To take family holidays during the school holidays times as all requests for holidays will be refused except in special/exceptional circumstances
  - To be aware of the impact that poor attendance can have on their child's all-round progress
- Support Brays School in raising and maintaining a good level of whole school attendance

#### **What is expected of the Governing Board?**

The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

#### **What is expected of the Headteacher?**

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

#### **What is expected of the Deputy Headteacher and Attendance Champion?**

The Deputy Headteacher is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data, including the monitoring and tracking the attendance of vulnerable groups;
- Building relationships with parents/carers to discuss and tackle attendance issues:
  1. Creating intervention reintegration plans in partnership with pupils and their parents/carers
  2. Delivering targeted intervention and support to pupils and families
- Regularly meetings with the Family Support Worker reporting on progress and next steps planning; providing training and support to staff;
- Producing an overview of attendance and record keeping. • Overseeing multi-agency working e.g. Hospital School

### **What is expected of the Family Support Worker ?**

- The school Family Support Worker will ensure that they are aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures;
- Under direction, arranges calls and meetings with parents to discuss attendance issues
- Offers support to parents and carers using the Early Help Framework
- As directed, conducts home visits where there are concerns about attendance
- Attend the daily attendance meeting at 10.30am

### **What is expected of the class teachers?**

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office through BROMCOM.
- provide a good example by always being punctual to registration and meeting children at the classroom door—providing a welcoming environment;
- keep an accurate and up-to-date register of attendance;
- build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.
- Foster positive relationships with families through regular communication, including the use of Class Dojo.

### **What is expected of the School Office Staff?**

- School Office Staff are expected to take calls from parents about absence and record it on the school system.
- Record on Bromcom the code and reason for absence.
- Record conversations with parents and carers in relation to attendance on CPOMS
- Provide a daily update to Deputy Headteacher on attendance of vulnerable (Child Protection, Child in Need, Looked After Child) children by 9.30am
- Log register codes received weekly from the Hospital School on a Friday.
- Ensure that any child leaving the school site during the school day has permission from a member of SLT and that the logbook is completed.
- A member of the School Office Team to attend the daily attendance meeting at 10.30am.

## **Safeguarding Children and Attendance at Brays School #safety**

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

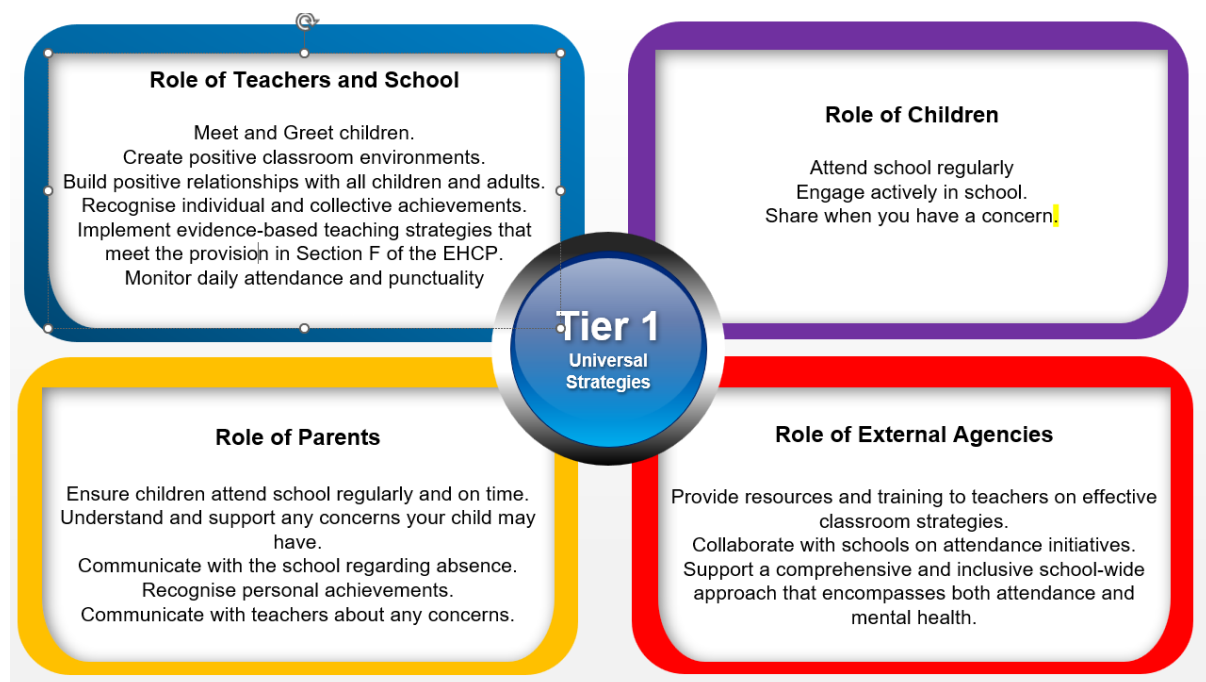
Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow ***Keeping Children Safe In Education*** guidance to ensure safe practices

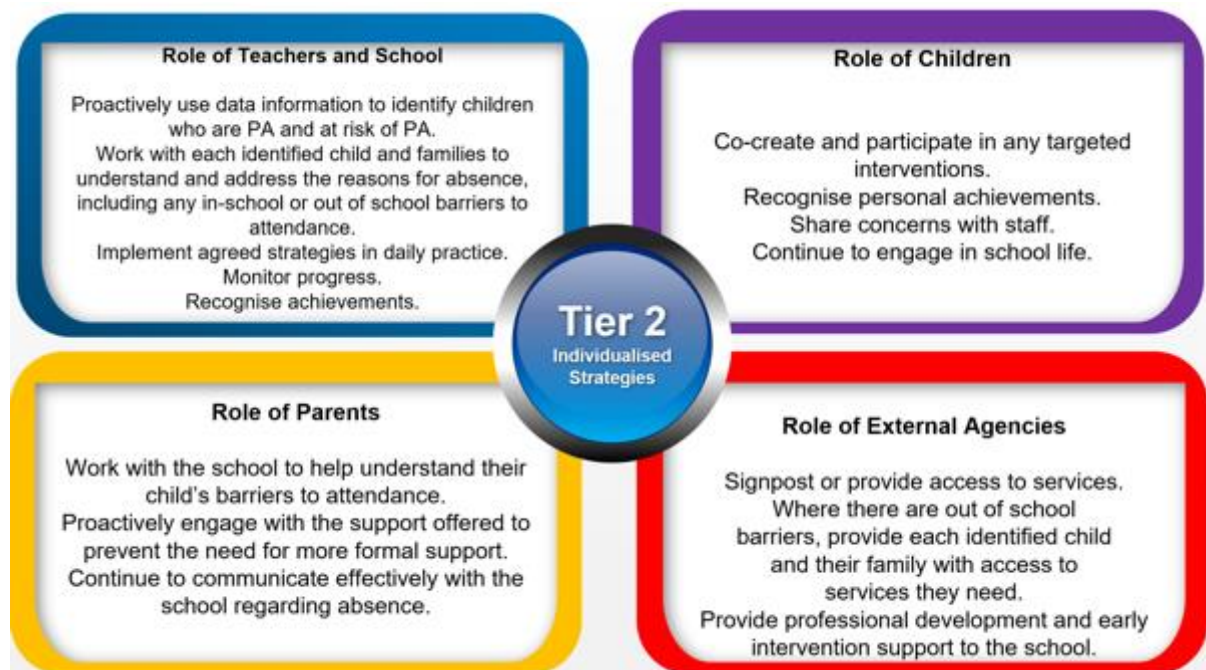
## **A Multi-Tiered System of Support**

To guarantee a comprehensive approach to attendance, Brays School implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

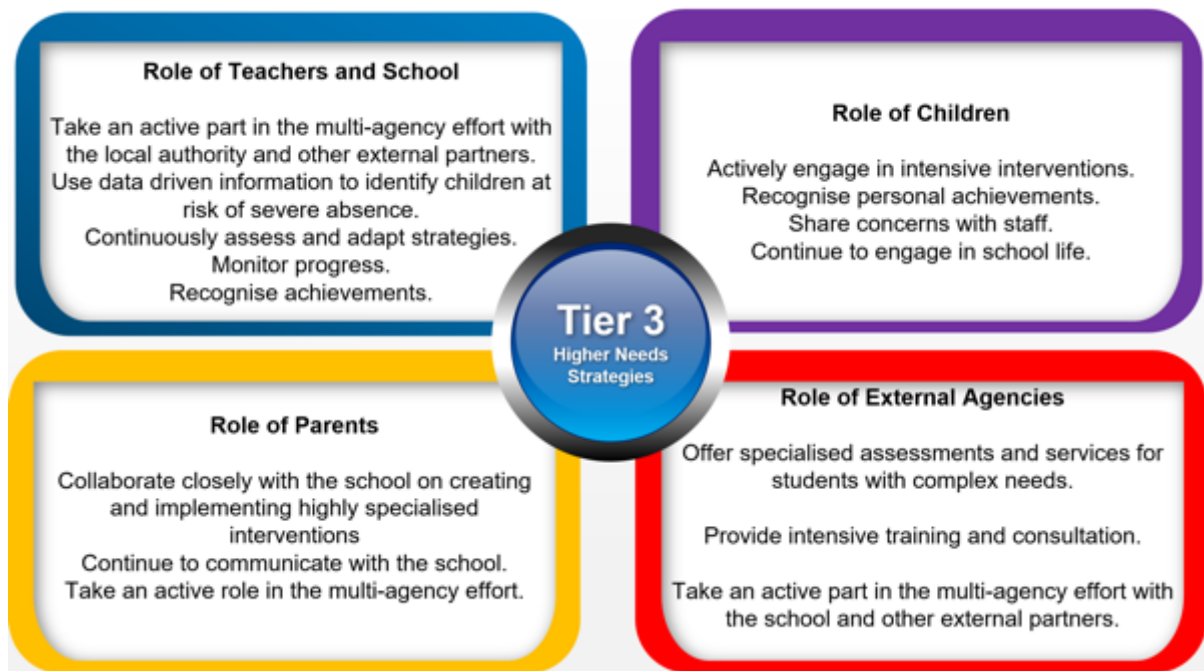
**Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.**



**Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.**



**Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.**



## **Supporting Attendance at Brays School #teamwork**

To address any identified attendance issues effectively, Brays School will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

## **Attendance and Punctuality Expectations at Brays School**

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.30am. The register for the second session will be taken at 1.10pm and will be kept open until 1.30pm.

### **Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible.

Parents and carers can contact the school office on 0121 743 5730

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

### **Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

A copy of the appointment letter should be sent prior to the appointment to the school office at [enquiries@brays.fet.ac](mailto:enquiries@brays.fet.ac)

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### **Lateness**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code L between 9-9.30am
- After the register has closed will be marked as absent, using the appropriate code U after 9.30am

### **Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by the Family Support Worker.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Further information in Appendix 2 Office Staff-Attendance prompts and actions

### **Coding of Attendance**

Attendance will be recorded using the DFE's statutory attendance codes, please refer to the appendix 1 for coding.

### **Reporting to parents**

Individual attendance figures are shared with parents during the annual review process for Education, Health and Care Plans, Mid-year reports and End of year reports.

### **Authorised Absence**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### **Unauthorised Absence**

- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained..
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.

### **Requesting Absence Leave**

Leave of absence during term time will only be authorised in exceptional circumstance

From 1<sup>st</sup> September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. Brays School observes Birmingham City Councils 'Leave in Term Time Guidance for schools and Academies'.

Parents wishing to apply for leave during term time must send a written request for the attention of the Headteacher before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

If the permission to take leave is not granted and the child is still absent from school, the absence will be unauthorised. In such cases the school may consider legal action.

Only in exceptional circumstances will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

### **Persistent Absence (PA):**

**Definition:** Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

**Threshold:** In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

### **Risk of Persistent Absence:**

**Definition:** The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

**Threshold:** While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

### **Severe Absence (or Severe Persistent Absence):**

**Definition:** The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

**Threshold:** Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

<p><b>At Brays School, we acknowledge the individual needs of all of our pupils. As such, all absence will be reflect the individual needs of the pupils.</b></p>
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Brays School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and

or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional Early Help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Senior Lead for Child Protection. We will always follow Keeping Children Safe in Education 2024 and our Child Protection Policy.

Children at Brays School are more likely to require additional support to attain good attendance, for example, children who are vulnerable, or who have a medical need school. At Brays School, we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

The Attendance Team will:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum
- Take into account the voice of the child and understand any difficulties, e.g. curriculum or bullying and their views on how the issue could be addressed.

Children whose attendance falls below 90% are Persistently Absent from school, where a child falls under 50% attendance the child will be classified as a Severely Absent child. Ultimately this will indicate that all intervention, and support, offered by Brays School has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with external partners.

### Statutory Duty

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. Brays School recognises Birmingham City Council's 'FastTrack on Attendance' and will implement prosecution where it is fair and equitable to do so.

In accordance with the regulations regarding pupils' attendance at school, Brays School keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on the school's central administrative system Arbor. This information is shared with the Department for Education.

### Legal Sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. Brays School will always ensure the escalated process map is followed, focusing on the support a child needs at each stage (please access on the school website). However, for lack of engagement in attendance support there are sanctions that will be followed:

Penalty Notices (Education regulations 2024)

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
  - A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve
- Penalty Notices will be used in accordance with Birmingham City Council Code of Conduct.

### Prosecution

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Please refer to section 6 of the DFE Working together to improve school attendance 2024 for more information.

### Children at risk of Missing Education (CME)

Children Missing Education (CME) are a vulnerable group of children. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

CME includes those children who are missing (family whereabouts unknown), and are children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either

- has not taken up an allocated school place as expected, or
- has 5 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

It is our responsibility as a school to work with the LA Education and Inclusion team, by making referrals.

### Removal from roll

This refers to the process of a child's name being officially taken off the school's register. Any such removal from roll is only done in partnership with the Local Authority and inline with the Special Educational Needs Code of Practice (2015).

## Review

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

## Appendix 1: Coding Attendance in line with DFE guidance 2024:

<b>Code /\ (Present at the school):</b>
<ul style="list-style-type: none"><li>• Pupils must be present during registration to be counted.</li><li>• If a pupil leaves after registration, they are still counted as attending for statistical purposes.</li></ul>
<b>Code L (Late arrival before the register is closed):</b>
<ul style="list-style-type: none"><li>• The pupil arrives after the register starts but before it closes.</li><li>• Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.</li><li>• If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.</li></ul>
<b>Code K (Attending education provision arranged by the local authority):</b>
<ul style="list-style-type: none"><li>• Pupil attends educational provision arranged by the local authority, not by the school.</li><li>• Examples include attending courses at college or receiving home tutoring.</li><li>• Schools must record the nature of the provision and ensure notification of absences.</li></ul>
<b>Code V (Attending an educational visit or trip):</b>
<ul style="list-style-type: none"><li>• Pupil attends a school-arranged educational visit or trip supervised by school staff.</li><li>• Must take place during the recorded session.</li><li>• If pupil doesn't attend, record absence using relevant absence code.</li></ul>
<b>Code P (Participating in a sporting activity):</b>
<ul style="list-style-type: none"><li>• Pupil attends an approved educational sporting activity.</li><li>• Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.</li><li>• Schools must ensure safeguarding measures and record absences with relevant codes.</li></ul>
<b>Code W (Attending work experience):</b>
<ul style="list-style-type: none"><li>• Pupil attends work experience as part of their education arranged by the local authority or school.</li><li>• Criteria for recording attendance are similar to other approved educational activities.</li><li>• Schools must ensure safeguarding measures and record absences with relevant codes.</li></ul>
<b>Code B (Attending any other approved educational activity):</b>
<ul style="list-style-type: none"><li>• Pupil attends an approved educational activity other than sports or work experience.</li><li>• Criteria for recording attendance are similar to other approved educational activities.</li><li>• Schools must record the nature of the activity and ensure safeguarding measures.</li></ul>
<b>Code D (Dual registered at another school):</b>
<ul style="list-style-type: none"><li>• Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.</li><li>• Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.</li><li>• Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.</li></ul>
<b>Code C1 (Leave of absence for regulated performance or employment abroad):</b>
<ul style="list-style-type: none"><li>• Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.</li><li>• Criteria for granting leave include licenses issued by local authorities or exemptions.</li></ul>

- Schools must record the absence using this code and consider its impact on the pupil's education.

**Code M (Leave of absence for medical or dental appointment):**

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

**Code J (Leave of absence for interview for employment or admission):**

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

**Code S (Leave of absence for studying for a public examination):**

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

**Code X (Non-compulsory school age pupil not required to attend school):**

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

**Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):**

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

**Code C (Leave of absence for exceptional circumstances):**

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

**Pregnant pupils:**

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

**Code T (Parent traveling for occupational purposes):**

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.

- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

**Code R (Religious observance):**

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

**Code I (Illness - not medical or dental appointment):**

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

**Code E (Suspended or permanently excluded and no alternative provision made):**

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

**Code Q (Unable to attend school because of a lack of access arrangements):**

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

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

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

**Code Y2 (Unable to attend due to widespread disruption to travel):**

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

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

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

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

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

**Code Y5 (Unable to attend as pupil is in criminal justice detention):**

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.

- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

**Code Y6 (Unable to attend in accordance with public health guidance or law):**

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

**Code Y7 (Unable to attend because of any other unavoidable cause):**

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

**Code G (Holiday not granted by the school):**

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

**Code N (Reason for absence not yet established):**

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

**Code O (Absent in other or unknown circumstances):**

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

**Code U (Arrived in school after registration closed):**

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

**Administrative Code Z (Prospective pupil not on admission register):**

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

## Appendix 2 Office Staff-Attendance prompts and actions:

#smallnumbersbigchanges

### Attendance calls and recording

#### Illness

Day 1	Log on Bromcom & CPOMS	
Day 2	Log on Bromcom & CPOMS	Class contact end of day
Day 3	Log on Bromcom & CPOMS	Class contact end of day

#### Day 1

Contact from family	Log on Bromcom & CPOMS			
No contact	Office to call	log on Bromcom & CPOMS		
No contact-Vulnerable children list	Office to call	No contact-log on CPOMS	FSW-text/phone	No responseFSW Home Visit

#### Day 2

Contact from family	Log on Bromcom & CPOMS			
No contact	Office to call	log on Bromcom & CPOMS	Class staff to contact	FSWtext/phone

#### Day 3 onwards

Contact from family	Log on Bromcom Class contact end of day				
No contact	Office to call	log on	Class staff to contact	FSWtext/phone	No responseFSW

		Bromcom Class contact end of day			
					Home Visit

N.B Attendance is reviewed daily at 10.30am by the DHT, FSW and Admin assistant. Whilst Home visits are outlined above, where deemed necessary given the individual circumstances this may take place on day 1 and any other day after if it is deemed appropriate due a safeguarding concern.

#### Medical appointment-

Parent/carer provides advanced notice	Upload evidence to school file	Log on Bromcom-M code	Add to whole-school diary
Parent/carer informs school of appointment	No evidence-guidance says that evidence is not always neededspeak to DHT/DSL if evidence needed	Request evidence off parent	Log on Bromcom-M code

#### No carer/transport

Parent/carer contact school	Log on Bromcom Class contact end of day	Office staff do cross-lateral checks with care provider/transport provider	
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#### Conversation prompts

#smallnumbersbigchanges

#### Illness

My child has a temperature	Have they had any medication? Are there any other symptoms?	I
My child has had a temperature for a few days	Have you sought medical attention? GP or 111 Are there any other symptoms	I

My child is on antibiotics	If child is well enough to come to school, School nurses are able to give antibiotics in school.  Medication will need signing in	I or O
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#### Carers

There is no carer available today	Admin staff do lateral checks with the care agency	Y7
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#### Parent ill health/family emergency

I am ill and can't bring my child to school	Is there anyone else who can bring them to school? Other parent? Family member.  Whilst we understand that this is a difficult situation, due to new Government guidance we are unable to authorise an absence	O
My family member is unwell and I am unable to bring my child to school	Is there anyone else who can bring them to school? Other parent? Family member.  Whilst we understand that this is a difficult situation, due to new Government guidance we are unable to authorise an absence	o

#### Transport

My car is in the garage and I can't bring my child to school	Unless parent/carers are in receipt of transport allowance this is not an authorised absence.	O
	Whilst we understand that this is a difficult situation, due to new Government guidance we are unable to authorise an absence	
The bus didn't wait/come today	Is there anyone who can bring them into school? We'd really love to see X in school and it would be a shame for them to miss out on all the fun activities that are planned today.  FSW to follow up with transport.  If becoming an issue-offer Early Help if transport is coming and it is a case that family are not ready.	Y1 or O

