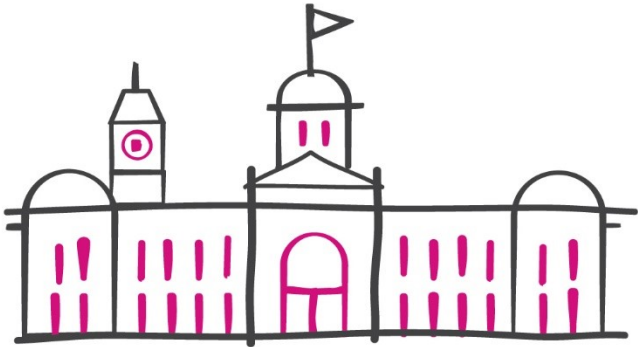


Working together to improve school attendance – Updated absence and attendance codes

Edwina Langley MBE - Lead Attendance Officer



 RESET

 RESHAPE

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Session content

- Working together to improve school attendance – reminder
- Chapter 8 – Contents of the attendance register
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Attending the school
- Attending a place other than a school
- Authorised absence
- Unauthorised absence
- Not counted as a possible attendance
- Administrative codes
- Summary and Q&A



Working together to improve school attendance - reminder

- 'Improving attendance is everyone's business'
- Statutory guidance from 19th August 2024
- 'Must have regard to it'
- Eight chapters – Chapter 8
- Sets out expectations of partners
- 'Support first' – not punitive action first
- Schools - Duty to share attendance and absence with DfE and LAs
- Schools - Duty to consider legal action when all else fails



Chapter 8 – The School Attendance (Pupil Registration) (England) Regulations 2024

Main points

- Regulation 10
- Attendance and absence codes now mandated by law
- Must be used as intended in statute
- Must be accurate by law
- One morning and one afternoon session
- MIS providers
- DfE



Attending the school



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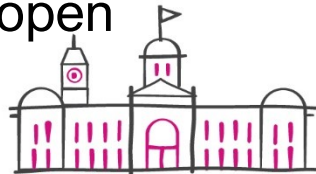
Attending the School

Λ - present marks

- / present for the morning session
- \ present for the afternoon session
- Cannot be used if not present for registration
- If pupils leave during the session for e.g. medical appointment
- Still count as present for the session for statistical purposes

Code L – late before the close of registration

- Set out in attendance policy what time the register will close
- 30 minutes after registers open



Attending a place other than a school



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Code K - Attending a place other than the school (approved educational activity)

Attending education provision arranged by the local authority

- Attending a place other than a school
- Arranged by the LA
- Section 19 Education Act 1996
- Section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site)
- Attending provision arranged by the school – P or B
- Must record nature of provision on registers
- Arrangement for provider to notify school of attendance



Code V - Attending a place other than the school (approved educational activity)

Attending an educational visit or trip

- Attendance
- Place other than a school where registered
- Organised by or on behalf of the school
- Supervised by staff
- Takes place during session
- Pupil doesn't attend – absence code



Code P - Attending a place other than the school (approved educational activity)

Participating in a sporting activity

- Attendance at an approved sporting activity
- The place is somewhere other than the school, or another school
- 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
- Appropriate measures have been taken to safeguard the pupil.
- Arrangements in place for the provider of the sporting activity to notify the school of any absence by the pupil.
- Record the pupil's absence using the relevant absence code.



Code W - Attending a place other than the school (approved educational activity)

Attending work experience

- an approved educational activity that is work experience – not a blanket code
- The place is somewhere other than the school, or another school
- 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
- Appropriate measures have been taken to safeguard the pupil.
- Arrangements in place for the provider of the work experience to notify the school of any absence by the pupil.
- Record the pupil's absence using the relevant absence code.



Code B - Attending any other approved educational activity

Attending alternative provision

- The place is somewhere other than the school, or another school
- 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
- Appropriate measures have been taken to safeguard the pupil.
- Arrangements in place for the provider to notify the school of any absence by the pupil.
- Record the pupil's absence using the relevant absence code.



Code B – ‘B’ware!

Under the regulations Code B:

- Must not be used for remote or online learning provided by the school
- Must not be used for remote or online learning provided by an alternative provider
- Must not be used for part-time timetables
- Must not be used when the child is on roll at an additional school where code D should be used
- Must not be used as a blanket code – it must only be used when the child is present for the session only

Using Code B unlawfully is now an offence and raises safeguarding concerns about a school



Authorised Absence



 **RESET**

 **RESHAPE**

 **RESTART**

Code C1 - Leave of absence for the purpose of participating in a regulated performance...

- Leave should only be granted where:
 - a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963 has been granted
 - a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority
 - a Justice of the Peace has given the pupil a licence to go abroad for a performance
- Headteachers advised to be sympathetic - discretion
- Based on attendance and attainment
- Absence from the performance reported to the school
- Child Employment and Children in Entertainment Team



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

- Encourage parents to book appointments outside of school hours
- Agreement in advance
- Medical or dental appointments
- Not for inpatient hospital stays (Code I)
- Where child not present for registration due to a medical appointment its code M - even if the child then comes into school.
- If the child is present for registration and leaves for an appointment - still a present mark.



Code J1: Leave of absence for the purpose of attending an interview for employment...

Purpose of attending an interview for employment

Admission to another educational institution

Application in advance

College/employment interviews

Year 11

Code J was a present mark but the statistical meaning has been changed to an absence so it is now J1



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

- Agreed in advance
- Year 11
- Should be used sparingly
- Not be granted by default once the exam syllabus is complete
- Most schools limit use until after Whitsun half term
- Census collection
- Year 11 data not collected after Whitsun half term

- Do not use code B!



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

- In very exceptional circumstances
- Where it is in a pupil's best interests
- A leave of absence to temporarily reduce the timetable of a pupil of compulsory school age to part-time
- Must be agreed by the parent they normally live with
- Times and dates agreed
- Children are legally entitled to full time education
- Severe or persistent absence
- Maximum 6 weeks – cannot be used to manage behaviour



Code C: Leave of absence for exceptional circumstance

- H code removed
- *‘a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance’* – ‘Working together to improve school attendance’
- Visiting relatives abroad, family weddings would not constitute an exceptional circumstance
- Family funerals
- Up to 5 days for a funeral abroad
- Maternity leave – grant sufficient leave



Code T: Parent travelling for occupational purposes

- Mobile child
- No fixed abode
- Travelling with their parents for the purposes of work
- Agreed in advance
- At least 200 sessions
- Aged 6 or over
- Dual registration
- Cannot be used for travelling to see family or general 'travelling'



Code R: Religious observance

- 'a day exclusively set apart for religious observance'
- by the religious body the parent(s) belong to (not the parents themselves)
- *'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'.*
- Single day
- Additional days will be marked with different absence codes



Religious observance – mitigating loss of education

- 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.



Code I: Illness (not medical or dental appointment)

- Shouldn't routinely ask for evidence
- Majority of cases – parents notification is sufficient
- Only where the school has genuine and reasonable doubt
- The authenticity of the illness
- Medical evidence be requested
- Avoid undue pressure on health services such as GPs
- School nurses
- Illness absence/85% or more absence
- Healthcare plans



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

- Suspended or permanently excluded from school
- Name still on admissions register
- No alternative provision arranged
- 6th day
- Where provision made at a PRU
- Code D
- Remote education – code C



Unauthorised Absence



 **RESET**

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Code G: Holiday not granted by the school

- The school has not granted a leave of absence
- Pupil is absent for the purpose of a holiday or recreation (e.g. family weddings or visiting family abroad)
- Schools cannot grant a leave of absence retrospectively
- If the parent did not apply in advance, leave of absence should not be granted
- Holidays or leave for recreational purposes are not generally an exceptional circumstance
- Leave in term time (legal) process



Code N: Reason for absence not yet established

- Try to establish reasons for an absence
- Correct code should be inputted
- Reason for absence established
- No more than 5 days after the absence
- Code O if reason not established or reason provided not acceptable
- Holiday – code G



Code O: Absent in other or unknown circumstances

- No reason for absence established
- Or the school is not satisfied that the reason given
- N codes
- 5 days



Code U: Arrived in school after registration closed

- Pupil has arrived late after the register has closed but before the end of session
- Schools should set out in their attendance policy
- The length of time the register will be open
- After which a pupil will be marked as absent
- Same for every session
- Not longer than 30 minutes after registers opened
- Same rule for every school



Not counted as a possible attendance



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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'
- Transport arrangements only
- Does **not** apply to a lack of carers or equipment for example
- DfE to amend description in WTTISA guidance



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

- Pupil unable to attend the school
- The school is not within walking distance
- Transport normally provided
- Not available
- Child under the age of 8 - 2 miles
- Child of 8 or above - 3 miles
- Nearest available route
- Taxis or mini-buses provided by LA



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

- Pupil unable to attend the school
- Widespread disruption to travel
- Local, national or international emergency
- The 'snow' code!



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

- Part of the school is closed
- Pupils cannot be accommodated in other parts of the school
- Boiler breakdowns
- Flooding
- Strike action



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

- School planned to be open
- Closed unexpectedly
- Attendance register not taken as normal
- Not for planned closures or weekends
- Snap general election on 4th July
- School closed for polling day



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

- In police detention
- Remanded to youth detention
- Awaiting trial or sentencing, or
- Detained under a sentence of detention
- Remanded to local authority accommodation
- Attend school as normal
- Usual absence codes
- Communicate with Youth Offending Teams
- Discuss the pupil's educational needs, progress and return to the school upon their release where appropriate.



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
- Prohibited by any legislation relating to the incidence or transmission of infection or disease
- Example – Measles outbreak



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

- Nature of an emergency has prevented the pupil from attending the session
- Something that affects the pupil, not the parent.
- Example - *'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'*
- Possible example - pupil not in custody but bailed to stay away from school
- School has to detail why the code has been used on the register
- DfE ***not*** expecting this code to be used – reasons and code use strictly monitored



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

- Borrowed for Covid but now returned!
- Back to original meaning
- Pupil not of compulsory school age to attend school part-time
- Timetable does not require them to attend.
- Reception pupils in first week or so of transition
- Year 11 after the last Friday in June if they are staying on for 6th form
- Sessions not timetabled in 6th form
- Reception - when timetabled to attend the school,
- Absence must be recorded using the appropriate absence code ***not*** code X



Administrative Codes (not counted for statistical purposes)

 **RESET** **RESHAPE** **RESTART**

Code Z: Prospective pupil not on admission register

- Enables schools to set up registers in advance
- Ease administration burdens re; children joining the school
- School admissions
- Offered a place to a parent of a pupil
- Place accepted
- Pupil's names must be entered on the admissions register
- First day the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school
- Date not agreed – first day they attend the school
- Non-attendance on first day – follow up absence (child now on roll)



Code #: Planned whole school closure

Planned in advance:

- 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.



Summary

- New codes
- Mandatory use under regulation
- Code 'B'ware!
- Remote learning – code C
- C2 – part-time provision
- Code U – registers must close after 30 mins
- Code Y7 – shouldn't be used (reasons must be noted on the register)
- Administration codes



Questions?





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