

The Valley School

For Exceptional Learners



Review Date

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Attendance Policy

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Signature

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At The Valley School, we want the whole school community – governors, staff, parents and students to be committed to high standards of attendance and punctuality.

Good attendance helps the children in our school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality. We aim to encourage excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them. There is a clear link between attendance and educational progression and we aim to enhance the progress of all of our students, in every aspect of their educational experience.

Section 7 of Education Act 1996 states “It is the duty of parents to secure education of children of compulsory school age.”

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- to his age, ability and aptitude, and
- to any special educational needs he may have, either by regular attendance at school or otherwise

TARGET SETTING/MONITORING

In November 2010, the Department for Education issued the following information to schools and local authorities about attendance targets from Summer 2012.

‘Local authorities and schools should note they are no longer required to set targets for persistent absence and overall attendance respectively and the regulations will be amended accordingly. The Department however remains firmly of the view that unnecessary absence is unacceptable and must be prevented and tackled by schools.

The Department therefore expects all schools and local authorities to continue focusing on reducing overall absence, particularly unauthorised absence and persistent absence.

Absence will continue to be monitored closely via the student level school census and the Secretary of State’s power to require an individual school to set absence targets where a school’s absence record is of particular concern is being retained.’

EXPECTATIONS

The responsibility for good attendance is shared between school, parents and students. All these groups need to understand the expectations which the policy makes of them.

THE EXPECTATIONS FOR SCHOOL ARE:

- The Valley School will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- The Valley School will encourage good attendance and will investigate all unexplained and unjustified absence. If a student arrives late or does not attend, a phone call will be made home on the same day and information will be recorded on Arbor
- The Valley School staff will set a good example in matters of attendance and punctuality
- The Valley School will follow up all instances of poor attendance and punctuality



- The Valley School will keep parents informed of their child's attendance/punctuality record
- The Valley School will work closely with parents should attendance or punctuality give cause for concern. Letter of attendance will be issued if there is a concern. Initial letter to make parents aware, follow up letter if poor attendance continues, inviting parents to discuss attendance. If the attendance still does not improve, a final letter is issued making parents aware of further actions that may include a fine or a referral to the attendance team. Positive letters are also sent to parents indicating good attendance.

THE EXPECTATIONS FOR PARENTS AND CARERS ARE:

- Parents are legally responsible for ensuring their child's regular and punctual attendance, this includes ensuring that they are ready to be transported by their taxi in the morning. Parents are made aware of expectations at the initial admission meeting and they sign a document that informs them of the attendance expectations.
- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed, equipped and in a fit condition to learn
- Parents will inform school on the first day of absence, of the reason for their child's absence from school
- Parents will avoid arranging family holidays during term time. Parents/ carers will be invited for a meeting to discuss any such absence during term time
- Parents will maintain regular communication with school staff where necessary. All communication is recorded of behaviour watch and we encourage all teaching staff to make regular contact with parents to discuss not only progress and behaviour but also attendance.
- Parents will ensure that school are informed of any changes of contact details

THE EXPECTATIONS FOR STUDENTS ARE:

- All students are expected to attend school and all of their lessons regularly and punctually
- Students must remember to hand any note giving reasons for absence to their classteacher
- Students are expected to be ready to learn
- Students will not leave the school without permission

STARTING TIME

Registration

This is a legal requirement and ensures that safeguarding is central to our practices. All staff involved are fully accountable for meeting the expectations below:

- **9.00 – 9.10** tutors (or learning partners in the absence of a teacher) complete register, including accurate meal options for each day
Students must be marked as present / or N if absent
- **9.10** Save register
- **9.10 – 9.30** any students arriving during this time **should** come into school via reception and sign in via INVENTORY
- **9.10 – 9.30** to ensure that safeguarding remains tight, tutor (or LP) must phone reception if a student arrives during this time, in case he/she has not come via the right route.
- **9.30** reception staff contact home to check any students with unexplained absences. Calls are logged in the Communication Log and register codes are updated.
- **Fire box is updated for use in an emergency**
- **1.30** Afternoon register to be completed accurately
- **1.40** Save register
- **1.40** If a student is still unaccounted for, tutors (and/or LPs) must take appropriate action in response. SLT should be called if necessary

ABSENCES

Parents must provide an explanation for all absences from school in the form of a telephone call on the first day and each day of the absence. All absences must be followed by a written note giving the reason for the absence

Designated school staff will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorise absence

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement

Absence sheet/Student changes/After school activities

Absence lists are produced after each registration period. These are displayed outside the office, added to all “end of the day” lists and kept, for reference, by the member of SLT responsible for attendance. Staff **must** refer to these lists when dismissing students onto school transport, independent travel or parent/carer collection. They **must** also refer to lists relating to after school clubs and any updates from parents/carers, all included with the taxi letters/traveller lists.

Attendance concerns

Early intervention is required if attendance levels cause concern. Attendance improvement plans must be planned and implemented, working closely with the student and parent/carer.

97%	Form tutor
95%	Learning Leader
92%	SLT Attendance Lead

Attendance Report

Attendance Lead must generate a percentage attendance report on a weekly basis. Learning Leaders will ensure that action is taken in response

Lesson Monitor

In order to safeguard our students and to enforce good learning behaviours, teachers (or learning partners in the absence of a teacher) are responsible for registering students during lessons in the following way:

- Register must be completed as soon as possible and never later than 10 minutes after start time
- Students must be marked as present / or N absent
- Any member of staff who is with a student in any other place than the timetabled lesson must access the register between 10 & 15 minutes from the start time, adding the following codes:
 - 2 Music lesson
 - 3 The Hub
 - 4 Student Listener
 - 5 Alternative Provision
 - 6 Interventions
 - 7 Off-site activity (office)
 - 8 Sporting activity on site (office)
 - 9 Other (note must be added)

- If a student is still unaccounted for after 15 minutes (or beforehand if there is good reason to do so), teachers and/or learning partners must take appropriate action in response. SLT should be called if necessary
- If a student arrives late, the register must be updated and saved, with a note to say the number of minutes late and other relevant information.
- If the above is not completed, staff will be reminded by the receptionist, copying in the line manager if necessary.

FOLLOWING UP ABSENCES

The Valley School follows up all absences from school in the following manner:

- If no reason has been provided for a student's absence by 10:00am on the first day of absence, a parent of the student will be contacted
- If a student returns to school after an absence without a written explanation from his/her parent and this has still not been received within two days, telephone contact will be made by the Administrative Assistant to remind them of their obligation.
- Parents whose children's attendance causes concern will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in attendance.
- Students attendance is monitored at weekly meetings, or sooner if patterns emerge, by the Deputy Head Teacher SENCO.
- If the student's attendance does not improve sufficiently, the student will be referred to the Attendance Improvement Officer

LEAVING AND RETURNING TO SCHOOL DURING SCHOOL DAY

- Students must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school. They must show this to their classteacher
- Students must be signed out of school
- Students must be signed back into school on their return
- The signing in and out record will be the responsibility of the Administrative Assistant in the event of fire

FIRST DAY RESPONSE

- The Valley School uses First Day Response for all students groups
- First Day Response phone calls will be made after 10:00am
- First Day Response phone calls will be triggered by the Deputy Head
- First Day Response phone calls will be made by the Administrative Assistant
- A member of the SLT is responsible for deciding whether to authorise absences notified through First Day Response

TERM TIME HOLIDAYS

- The Valley School will not authorise family holidays during term time

PENALTY

NOTICES

GUIDELINES:

- The student must have at least 15 half days of unauthorised absence in the current and / or previous term.
- The school must have sent you a formal warning.

- The school, police or attendance improvement officer considers that issuing a penalty notice could stop any more absences.
- Issuing a penalty notice does not conflict with any legal action being taken

COST OF A PENALTY NOTICE

- **£60** – if paid within 21 days.
- **£120** – if paid between 21 and 28 days

At The Valley School we expect parents to work with us to address attendance problems to avoid a penalty notice. If the penalty is issued but left unpaid, parents may be prosecuted.

INTEGRATED WORKING

The Valley School works with other agencies and professionals to ensure that our students receive all the support available to achieve good attendance.

THE VALLEY SCHOOL WILL DEMONSTRATE FULL COMMITMENT TO INTEGRATED WORKING BY:

- Using the Common Assessment Framework
- Sharing information
- Encouraging staff to take on the role of Lead Professional
- Working with other agencies and being part of 'teams around the family'.

WORKING WITH THE ATTENDANCE IMPROVEMENT OFFICER (AIO)

- The Valley School works in partnership with the allocated AIO to improve attendance for individual students and the whole school;
- Information to enable the AIO to carry out an effective consultation visit and/or home visit will be provided by the Deputy Head and Administrative Assistant.
- The Valley School will endeavour to ensure that any information which could assist the AIO to keep safe is given to them
- The Valley School meets the AIO on an agreed schedule
- The Valley School works with individual students and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the school will make a referral to Children, Schools and Families for the AIO to work with the family on a formal basis. The AIO will send a formal letter to invite the parent/ carer to a meeting that will be conducted at home or at school.

PUBLICATION OF INFORMATION

- The Valley School shares information on individual students' attendance as necessary with parents, students and staff.
- Students will be informed about the importance of school attendance through assemblies, tutor time, presentations by visiting professionals, statistics, displays in school.
- The Deputy Head will be responsible for ensuring that data collected by DfE is accurate.

RESPONSIBILITIES – ISL ATTENDANCE TEAM

- The ISL Attendance Teams fulfil the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.
- Each school in Hertfordshire has a link Attendance Improvement Officer (AIO) who will work in close partnership with the school.
- In working closely with schools the Attendance Teams will offer the following services:-

ATTENDANCE DUTY SYSTEM

A dedicated telephone line through which schools can contact an AIO between the hours of 9.00 am to 4.30 pm, Monday to Thursday and between the hours of 9.00 am to 3.30 pm on a Friday.

TYPES OF ENQUIRIES MAY INCLUDE:

- School issues e.g. register coding, holiday absence etc.
- Enquiries relating to a student
- 10 day absence returns
- Request for Early Intervention letters
- FPN enquiries
- Removal from Roll enquiries
- Requests for referrals

VISITS TO SCHOOLS

All schools have a named link AIO who will liaise with the school and undertake whole school work for their allocated schools.

WHOLE SCHOOL ATTENDANCE OVERVIEW

This will be the first meeting of the year with the school to ensure it is Ofsted ready. Any issues arising from this visit will inform targeted whole school work for the academic year, focussing on supporting schools to reduce PA and the absence of vulnerable groups.

Schools with above the Hertfordshire average levels of persistent absence (PA) are allocated a PA visit or visits. Schools with high levels of PA may be subject to 'no notice' Ofsted inspections. The visit(s) will be used to analyse the school's data, discuss any school specific PA issues, and agree a strategy and action plans to address PA.

Data analysis is an important part of this process and AIOs will support schools to analyse their attendance data and draw up plans to address any specific issues. Analysis may include:

- Persistent absence
- Absence profile
- Use of register codes
- Comparison of form groups in individual years
- Percentage of absence due to holidays
- Attendance of vulnerable groups

- Types of absence e.g. a few students with significant absence or many students with occasional absence
- Lateness after registers close
- Year by year percentage attendance
- Attendance trends – is attendance increasing or decreasing?

Other than engaging in casework there are a variety of supportive ways in which AIOs can work with schools to increase attendance levels.

PARENTS' EVENINGS

AIOs can play a key role in promoting school attendance at parents' evenings and new parent induction meetings.

ATTENDANCE SURGERIES

AIOs can support schools by attending attendance surgeries, to meet with a number of students and parents where attendance or persistent absence has been identified as a concern and early intervention deemed an appropriate action to undertake.

INSET

AIOs may offer INSET/staff training. This may cover such issues as school attendance, the role of the AIO, school-age employment and persistent absence.

GOVERNORS MEETINGS

AIOs may attend governors meetings to explain various aspects of the work of the attendance team – case work, legal work, FPNs etc.

CASEWORK

Once a case has been accepted, the AIO will undertake direct work with students and their parents. This may include:

- Arranging meetings between the school, parents and students.
- Making home visits to assess the situation and determine what action needs to be taken.
- Offering specific support to parents and individual students, either at school or elsewhere.
- Facilitating meetings.
- Enabling the student and parents to access appropriate support from other services and agencies.

Attendance Improvement Officers will usually work with children whose absences have not been authorised. However, AIOs may work with children whose absences have been authorised, such as persistent absentee (PA) students (see appendix 1).



THE USE OF LEGAL ACTION

If a student, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that student's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the student under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the student's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the Local Authority. 'Exceptional mitigating circumstances' might include the death of a close relative, certain

medically recognised conditions, awaiting SEN placement, specific child protection concerns, change of provision. Legal proceedings can be considered at any stage if no progress has been made and no exceptional circumstances are deemed to exist.

If, after legal action has been taken, the child still fails to attend school regularly the AIO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a student from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Teams will begin legal proceedings promptly on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the Local Authority will give approval before legal proceedings are commenced.

The Attendance Teams will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to students in Years 10 or 11.

BEFORE AN APPLICATION IS MADE FOR AN EDUCATION SUPERVISION ORDER:

- Other possible means of dealing with the student's poor attendance will be explored.
- The attitudes of the parent and student towards the poor attendance, and their wishes as to how it should be dealt with, will be noted.
- the Local Authority will be of the view that the Order will have a significant effect on the student's attendance at school.

EDUCATION RELATED PENALTY NOTICES FOR PARENTS OF TRUANTS

Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003 added two sections (444A and 444B) to section 444 of the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example it could be used where a parent has failed to engage in any supportive measures

Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml> or from the local Attendance Team Manager.

SCHOOL ATTENDANCE ORDERS

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance

Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

ADMISSION & ATTENDANCE REGISTERS

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Student Registration) (England) Regulations 2006 as amended 2010, 2011, 2013 and 2016.

It is important that the school's admission register is accurate and kept up to-date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

WHERE A PARENT NOTIFIES A SCHOOL THAT A STUDENT WILL LIVE AT ANOTHER ADDRESS, ALL SCHOOLS ARE REQUIRED TO RECORD IN THE ADMISSION REGISTER:

- The full name of the parent with whom the student will live.
- The new address; and
- The date from when it is expected the student will live at this address.

WHERE A PARENT OF A STUDENT NOTIFIES THE SCHOOL THAT THE STUDENT IS REGISTERED AT ANOTHER SCHOOL OR WILL BE ATTENDING A DIFFERENT SCHOOL IN FUTURE, SCHOOLS MUST RECORD IN THE ADMISSION REGISTER:

- The name of the new school; and
- The date when the student first attended or is due to start attending that school.

All schools are required to notify the local authority **within five days** via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a student's name is added to the admissions register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the student. This duty does not apply when a student's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.

All schools are required to notify the Local Authority of any student of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason. This duty also extends to academies and independent schools.

For further guidance see - <http://www.thegrid.org.uk/info/csf/admissions.shtml>

RESPONSIBILITIES OF THE AIO – ATTENDANCE REGISTERS

INSPECTION OF REGISTERS

Registers should be available for inspection during school hours by an Attendance Improvement Officer when requested in accordance with GDPR

If the link AIO is concerned that a school's registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- Notify the Headteacher of the concern and request that the matter is addressed
- If no appropriate action is taken by the school, and the AIO remains concerned, the Attendance Team Manager will address the concern with the Headteacher.
- If the matter still remains unresolved, the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Access and Inclusion

REGISTERS - RETENTION

The Valley School has a digital register that is processed and saved through our SIMS programme. SIMS is backed up every night to cloud storage and to a removal hard drive. The removable hard drive is then swapped out and over written each week.

REMOVAL FROM ROLL

There are strict grounds as to when schools may remove students from their admissions register. These are outlined in **Regulation 8** of the Education (Student Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a student's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register.

This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools. Full guidance on Removal from Roll is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

If the student has left the school without explanation and there are concerns about the student's welfare please contact the local Attendance Team immediately.

If there are concerns that a student may be at risk of Child Sexual Exploitation or radicalisation please contact the local Attendance Team immediately.

If a school is told that a student is leaving to attend another school, staff at the school of departure should establish the student's new address, the name and address of the new school and the date the student will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a student leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a student has “disappeared” the matter should be drawn without delay to the attention of the Local Attendance Team.

Further guidance and a referral form is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

AUTHORISING ABSENCE

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised and the parent informed.

Schools should communicate to parents their policies with regard to the notification and categorisation of absence. Some parents, such as those whose first language is not English or who do not read or write, may experience difficulty in providing notes. In such cases schools should seek to make alternative arrangements.

Schools are encouraged to keep all absence notes for at least a term and when a student's absence is a cause for concern to retain the notes until there is no longer a concern.

ABSENCE SHOULD BE AUTHORISED IF:

- The student is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school').
- The student is ill or prevented from attending by any unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parent belongs.
- The school at which the child is a registered student is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school; boarding accommodation for the child at or near the school; enabling the child to become a registered student at a school nearer to his/her home.
- The student is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending alternative provision.
- There is a close family bereavement.
- A Year 11 student is granted study leave. Study leave should be used sparingly and only granted during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence should be granted to allow a student to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued.
- Before granting a licence the local authority must be satisfied that the child's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If a school believes a child's education will suffer

as a result of taking part in a performance they should provide reasons to the local authority in writing. The information must be specific to the child (saying for example that it is against school policy is not sufficient). If the school does not provide such information the local authority will issue the licence. The absence should be recorded as code C Further guidance is available at: <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation.

ADMINISTRATIVE CODES

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y).

This code is collected in the school census for statistical purposes but is not counted as a possible attendance. It may be used when:

- The school site, or part of it is closed due to unavoidable cause; or
- The transport provided by the school or the local authority is not available *and* where the student's home is not within walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

NOT REQUIRED TO BE IN SCHOOL (CODE X)

Is used to record sessions that non –compulsory school age children are not expected to attend.

STUDENT NOT ON ADMISSION REGISTER (CODE Z)

Enables schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

PLANNED WHOLE OF PARTIAL SCHOOL CLOSURE (CODE #)

Should be used for closures that are planned or known in advance eg holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station.

DIFFERENT TERM DATES FOR DIFFERENT STUDENTS (CODE #)

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that students not attending on that day are still offered a full education over the school year.

APPROVED OFF-SITE EDUCATIONAL ACTIVITY

Students who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

THE KEY FEATURES OF APPROVED EDUCATIONAL ACTIVITY ARE THAT THEY MUST BE:

- Educational *and*
- Approved by the school *and*
- Supervised by the school or someone authorised by the

(School Study Leave is NOT an approved educational activity)

A STUDENT SHOULD BE RECORDED AS APPROVED EDUCATIONAL ACTIVITY IF HE/SHE IS ATTENDING:

- An approved work experience placement (Code W).
- A field trip or educational visit (Code V).
- An approved sporting activity approved by and supervised by someone authorised by the school (Code P).
- The student is attending an interview with a prospective employer, or another educational establishment (Code J).
- An off-site educational activity (Code B).

Note: The B code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. By using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students.

- Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where students are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another school for the session in question. Each school should only record the attendance/absence for those sessions where the student is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

FLEXI-SCHOOLING

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, students should be marked authorised absent from school during periods when they are receiving home education. (Code C).

PART-TIME TIME-TABLES

All students of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual student's needs. A part time timetable must be time limited and must not be treated as a long term solution and can only be made with parental agreement. The school should mark the sessions where the student is not expected to attend as authorised absence. (Code C).

Guidance on part-time timetables is available at -
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

REQUESTS FOR FAMILY HOLIDAYS DURING TERM TIME

Amendments to the 2006 Student Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

At the request from Headteachers the local authority has provided a standard letter to be handed to parents and carers to support the governing body and Headteachers in communicating their decision making regarding individual requests for leave of absence for holidays in term time. This is available on
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Further information and advice of school attendance including the use of the correct registration codes is available at www.education.gov.uk

The Education (Student Registration) Regulations 2006 and subsequent amendments in 2010, 2011, 2013 and 2016 is available at <http://www.legislation.gov.uk>

Further details information and advice on all aspects of school attendance in Hertfordshire is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

APPENDIX 1

HERTFORDSHIRE COUNTY COUNCIL

POLICY FOR ATTENDANCE IMPROVEMENT OFFICERS WORKING WITH CHILDREN WHOSE ABSENCE HAS BEEN AUTHORISED:

- If the AIO becomes concerned (through checking the attendance register) that a student has accumulated significant amounts of authorised absence this will be discussed with the relevant member of school staff.
- If it is agreed that there is a concern about the student's attendance the school should share this concern with the parents.
- If concerns about the student's attendance remain, the AIO will consider asking the school to make a referral to the attendance team
- If a student is identified as being a persistent absentee (PA). Persistent absence is when a student enrolment's overall absence equates to 10 per cent or more of their possible sessions.

(NOTE: IF A STUDENT'S ABSENCE HAS BEEN AUTHORISED BY THE SCHOOL, THE LA CANNOT CITE THAT ABSENCE AS EVIDENCE OF NON-ATTENDANCE UNDER SECTION 444 OF THE EDUCATION ACT 1996).

APPENDIX 2

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age students)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Student not on admission register	Not counted in possible attendances
#	School closed to all students (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at

www.education.gov.uk/aboutdfe/advice/f00221879/a

[dvice-on-school-attendance](#)