



# Attendance Policy and Procedure

**Last reviewed on:** 07/2024

**Next review due by:** 07/2025

## RECORD OF AMENDMENTS

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When Was the Plan last Updated?		
Date	Name	Detail (changes made)
November 2022	Laura Rzepinski	New legislation and procedures added
July 2024	Laura Rzepinski	New legislation and procedures added

### Introduction

At Bents Green School we are very proud and fortunate to have a very dedicated and supportive school community that share our core values:

**We nurture relationships:** We care about everyone in our school community. Unconditional positive regard is central to our approach to students, staff and the whole school community.

**We are kind and respectful:** We will treat each other with respect and kindness, and we are considerate of each other's feelings.

**We celebrate individualism:** Every individual is valued for who they are and what they contribute to the school. We are a school that encourages people to embrace their true selves and share their uniqueness with the world.

**We communicate positively:** We ensure that we focus on developing positive communication with students, staff and the whole school community.

· We are lifelong learners: We believe that everyone can achieve and learn in the right environment and with the right support.

We use these values to underpin all our work, and all staff and visitors are expected to model these at all times.

## **Contents**

Policy Statement

Aims of the Policy

Legislation and guidance

Roles and Responsibilities

Partnership

Procedure

Rewards and recognition

Partnership with Parents/Carers

Monitoring arrangements

## **Policy Statement**

Bents Green School is committed to maximising the achievement of all students irrespective of race, gender or disability. Regular attendance and good punctuality are vital to educational achievement and social integration at school. Bents Green School is committed to working with parents/carers and students to ensure that each student benefits from the academic, personal and social opportunities available to them during their years with us.

This will enable each student to gain access to appropriate post 16 opportunities and equip them with the skills needed for a fulfilling adult life.

The student, however, is dependent upon the adults in their life to get them to school regularly and on time. Bents Green School will work with parents/carers to establish good habits to improve attendance and work to develop 'self' responsibly in students. The school operates within a framework of local school, including special schools.

We are, therefore, committed to a whole school approach to attendance and a partnership relationship with parent/carers.

## **Aims of the Policy**

- Clear procedures encouraging students to achieve their maximum potential by maintaining good attendance and punctuality
- Ensuring parent/carers and students are informed about the procedures for attendance and encouraging them to take an active role in promoting good attendance and punctuality
- Ensuring all teaching staff, non-teaching staff and governors understand the procedures
- The commitment to allocate resources to support the policy
- Addressing attendance and inclusion issues in the curriculum

## **Legislation**

This policy takes account of the following legislation:

- DFE Working Together to Improve School Attendance Guidance - August 2024
- Children missing education Statutory guidance for local authorities - September 2016
- Keeping children safe in education May 2024 Statutory guidance for schools and colleges
- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England September 2023.
- SHEFFIELD CITY COUNCIL ATTENDANCE POLICY WORKING TOGETHER TO IMPROVE ATTENDANCE SEPTEMBER 2024
- Sheffield city council WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE EXPECTATIONS FOR SCHOOLS AUGUST 2022
- Part 6 of [The Education Act 1996](#)

- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## **Roles and Responsibilities**

At Bents Green School each staff member is responsible for promoting good attendance and creating a supportive environment for both students and parents/carers.

Good communication with parents/carers is vital. Attendance will be continuously monitored, and intervention / support developed where barriers are identified.

- **Laura Rzepinski & Aileen Hosty – Co-Headteachers**
- **Elena Drayson - Deputy Head (Behaviour and Wellbeing)**
- **Karen Taylor and Clare Gratton – Office Managers**
- **Liza Sampson, Jo Burke, Nicola Lambert – Year Team support**
- **Alex Walker – Westfield Hub Manager**
- **Brittany Milnes & Hollie Lanty – Learning Mentor**
- **Cathy Varley – Dedicated Safeguarding Lead (DSL)**
- **Katie Kerr – Local Authority Attendance Officer**

## **Co-Headteacher**

- Has overall responsibility for attendance within the school
- Provides advice and support to school staff regarding attendance and punctuality issues
- Liaises with the other officers of the Local Authority to implement attendance strategies
- Works with the Assistant heads/learning mentor to implement targets, review statistics and amend the policy as necessary
- Works with other schools and agencies to promote attendance and punctuality within the cluster
- Has responsibility for monitoring the progress of Children Looked After by the Local Authority
- Has responsibility for investigating and, where necessary, reporting incidents of children who are Missing from Education
- Issuing fixed-penalty notices, where necessary, and/or authorising [deputy heads] to be able to do so

## **Governors**

- Maintain an overview of attendance through reports provided by the Headteacher
- Have a named governor for Attendance
- Attend School Attendance meetings as necessary

### **Assistant heads/learning mentor**

- Maintains an overview of attendance and manages the day-to-day implementation of attendance plans and strategies
- Liaises with the Co-Headteacher to produce and evaluate attendance statistics
- Works with other schools and agencies to promote attendance and punctuality within the cluster

### **Class teachers**

- Accurately mark registers using appropriate codes and return to the school office ( if manual registers are used) promptly following registration, in line with Education (Pupil Registration) Regulations 2001.
- Attach any notes received to the register for the attention of office staff
- Report to appropriate staff any issue or problem which may affect the attendance or punctuality of a student
- Promote good attendance and punctuality within the classroom and the school
- Record any attendance issues on CPOMS

### **Responsibilities of the Tutor Team (TA's)**

- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues
- To promote an ethos of good attendance and punctuality with parents and students
- To ensure that information provided by parents regarding absence and attendance is communicated via Cpoms.
- When covering for a teacher ensure that procedures for completing registers are undertaken.
- Record any attendance issues on CPOMS

### **Office staff/Learning Mentor**

- Receive, update and maintain accurate class registers in line with Education (Pupil Registration) Regulations 2001.
- Maintain SIMS attendance database and update on a weekly basis
- Regularly liaise with Sheffield Council Transport to aid efficiency of their service and Bents Green School students

### **Learning Mentor**

- Provide reports from SIMS to governors, Headteacher and other school staff, Local Authority officers as requested
- Provide relevant information to Local Authority officers making contact with families regarding attendance and punctuality
- Attend attendance reviews in school
- Maintains an overview of attendance and manages the day to day implementation of attendance plans and strategies
- Liaises with the Co-Headteacher to produce and evaluate attendance statistics

- Works with other schools and agencies to promote attendance and punctuality within the cluster

### **Safeguarding team**

- To track students' attendance where there are safeguarding concerns and ensure appropriate action is taken in line with the schools safeguarding procedures / individual student plans / school attendance and children missing from education guidance
- To be the link person for contacting home regarding attendance where this is deemed to be the most appropriate procedure
- To be involved in multi-agency meetings as needed to support children and their families in improving attendance issues

### **Parents/Carers**

- To contact school if their child is absent to inform us of the reason for the absence
- To inform school in advance, by telephone or letter, of any medical appointments which need to be taken in school time. Parents should also provide school with a copy of any appointment letters.
- To make every effort to take holidays during school holiday periods
- To request and complete a holiday request form for any planned absences from school
- To try to arrange medical appointment out of school hours where this is possible
- To promote and encourage good attendance
- To notify school of any concerns or difficulties you have with getting your child to attend
- To support your child to attend school by working cooperatively with school and other agencies where needed; by attending meetings and following agreed actions
- To support their children to be ready punctually for collection by transport
- Provide the school with more than 1 emergency contact number for their child
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the tutor team or learning mentor, who can be contacted via enquires email.

### **What the school expects of our students**

- That students attend regularly, on time and ready to learn
- That students are prepared for the day with appropriate equipment e.g. P.E. kit
- To report to Reception should they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending school

## **What parents/carers and students can expect from the school**

- A broad, balanced education that is dependant on regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and recognition.
- Efficient and accurate recording and monitoring of attendance
- First day contact with parents/carers when absence is unexplained
- Prompt action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families where needed
- Regular communication with parents/carers
- In supporting good attendance, the school will work in partnership with the student, parents / carers and wider professionals including FIS, Social Care and Health professionals.

## **Recording attendance**

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register in morning registration and again in afternoon registration. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
  - The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment
- See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
- The school day starts at 8.55 and ends at 15.30.
- Pupils must arrive in school by 8.55 on each school day.
- The register for the first session will be taken at 8.55 and will be kept open until 9.25.

### **Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30, or as soon as practically possible, by calling the school admin staff, who can be contacted via the school phone number.

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

Where the absence is longer than 10 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **Planned absence**

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

Parents can call or email the school to notify them.

However, we encourage parents 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 must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

## **Lateness and punctuality**

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

## **Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a welfare visit or contact the police.

Identify whether the absence is approved or not

Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent

Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the LA attendance support.

Where relevant, report the unexplained absence to the pupil's youth offending team officer

Where appropriate, offer support to the pupil and/or their parents to improve attendance

Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention as appropriate.

## **Reporting to parents**

The school will regularly inform parents/ carers about their child's attendance and absence levels

## **Responding to absence - Family Intervention Service (FIS)**

School may make a referral to FIS.

FIS will liaise with school regarding families/children they are working with where attendance is a concern. FIS will close cases where there is non engagement. If parents refuse to engage or stop engaging this evidence can be used during your conversations with your linked Attendance and Inclusion Social Worker.

During, or towards the end of a piece of support, if it is felt by the team around the child that attendance legal is likely to be the next step to bring about change, we would ask you (the school) to liaise with your linked Attendance and Inclusion Social Worker to consider escalation to the attendance legal process. FIS should provide evidence of their involvement, support and interventions as part of your evidence.

FIS workers will not request legal intervention, this will come from school as an action from multi-agency meetings.

### **Actions for repeated absence that is unexplained.**

Our school will make use of the full range of potential options – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

Whether a penalty notice is the best available tool to improve attendance for that pupil

Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

Details of the pupil's attendance record and of the offences The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996

Details of the support provided so far

Opportunities for further support, or to access previously provided support that was not engaged with

A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

### **Children Missing from Education**

DSL/Co-Headteacher is the nominated member of school staff to liaise with the Local Authority's Children Missing from Education Team. Students who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures (**See policy *Children Missing from Education***)- Children Missing from Education

All children without a school roll, who are not 'Educated other than at School' (EHE) should be known to CME and a school place will be allocated. If you are aware of a child who is not on school roll, please notify the team immediately. CME can be contacted through: [ed-missingchildren@sheffield.gov.uk](mailto:ed-missingchildren@sheffield.gov.uk)

When a school place is allocated, support offered, and a parent/carer fails to take their child to the named school a School Attendance Order can be applied for from the Local Authority Attendance Team which will allow for the allocation of a school place via court order.

CME will work with complex families who are new to city to ensure they are able to access full time education.

Any School 'off-rolling' a child must submit a de-registration form to the Local Authority CME department and must wait for this to be accepted and a leave date given before any child is removed from roll.

Further information: - Children Missing Education:  
[www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education) - Fair access:  
[www.gov.uk/government/publications/fair-access-protocols-in-school-admissions](http://www.gov.uk/government/publications/fair-access-protocols-in-school-admissions)

- Form - Request to Remove Child from School Roll (see supporting documents):  
[www.sheffield.gov.uk/home/schools-childcare/attendance-guidance-schools](http://www.sheffield.gov.uk/home/schools-childcare/attendance-guidance-schools)

### **Children in Public Care**

Elena Drayson/ Adrian Symonds is the co-ordinator who liaises with the Local Authority's Children Looked After team. CLE students will be set up as an Attendance Group on SIMS and their individual attendance will be checked each half term.

### **Children Transferring Schools**

When children are transferring from one Sheffield school to another the family must request a transfer form from their current school. This needs to be completed and return to the Local Authority admissions team. In the meantime, the child must continue to attend the school they are on roll at until a start date for a new school has been agreed, and the child starts to attend.

### **Rewards and recognition**

Students will be recognised on an individual basis for their improvements in attendance by school staff.

### **Partnership with parents/carers**

It is vital that parents/carers are involved in promoting good attendance and punctuality

- Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings.
- Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.

## **Authorised and unauthorised absence**

### **Only the Co-Headteacher may authorise absence.**

#### Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

Taking part in a regulated performance, or regulated employment abroad

Attending an interview

Study leave

A temporary, time-limited part-time timetable

Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for a leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

Illness (including mental-health illness) and medical/dental appointments.

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

Attending another school at which the pupil is also registered (dual registration)

Attending provision arranged by the local authority

Attending work experience

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## **Strategies for promoting attendance**

Supporting pupils who are absent or returning to school/ Pupils absent due to complex barriers to attendance – school use a supportive and nurturing approach. Emotional-based school avoidance-based strategies are often used.

## **Analysing attendance**

The school will:

Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to improve attendance**

The school will:

Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families.

Provide regular attendance reports to tutor teams, to facilitate discussions with pupils and families, and to the governing board and school leaders.

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

### **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance

- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

### **Requests for term time exceptional leave**

Parents/carers wishing to take a student out of school for a holiday should be actively discouraged. Any leave during term time can only be authorised by the Co-Headteacher under *exceptional circumstances*.

If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Co-Headteacher for consideration no less than 20 days prior to the requested leave begins.

The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

Please see Sheffield Council [Exceptional leave during term time](#) policy for full guidance

If an unauthorised holiday is taken consideration could be given to issuing a [Penalty Notice \(see guidance\)](#). At the Co-Headteacher's request the Local Authority will issue the Penalty Notice and inform the school of the outcome.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

### **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by Co-Headteacher. At every review, the policy will be approved by the full governing board.

## **Procedure**

Registers are a legal document, care must be taken to ensure registers are marked accurately. Attendance of all students is monitored and evaluated regularly using the following procedures:

### **Registration**

- Registration closes each morning at 9.25am and each afternoon at 1.20pm.
- Students arrive from 8.55am, any absence reported to transport will be noted and checked by office staff.
- Class teachers will enter a present mark (/) on SIMS in the register for each student present and an absent mark (N) for any student that is absent. Any notes received will be communicated for checking by office staff. All registers are completed on SIMS, an online registration platform. These are monitored closely.
- Any comments or information linked to an absence will be noted on SIMS.

### **Responding to lateness**

- Students arriving in the classroom after registers have closed are deemed to be late. The office is alerted where their N mark is amended to L and their name and reason for lateness recorded on SIMS.
- At 9.25am and 2pm the student is deemed to be Late/absent. Any student arriving in school after these times will be marked U. In case of emergency the register shows the student is on the premises, but they will not receive a present mark toward their overall attendance.
- If the late is due to school transport the lateness will be authorised, school will monitor these instances.
- Parents/carers will be contacted by school if their child is persistently late.

### **Bents Green at Westfield School**

Students' attendance is populated on Westfield SIMS. Each site has their own Year Team Support and attendance is scrutinized in the same way as attendance at Bents Green School. Westfield Hub students are discussed with Local Authority Attendance Officer and are subject to the same interventions and support as other Bents Green Students.

### **Students who attend external placements**

For students who attend external placements and travel to the venue independently, the supporting TA should contact school by phone to confirm their attendance with the phase year team support, to enable the appropriate mark to be entered in SIMS. Or the Year Team Support will contact external placements if the student is not supported.

## Appendix 1: attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study

		for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays