



Oswald Road Primary School

Attendance Policy (Pupils)

Policy ratified by governing body: January 2025

Headteacher: Deborah Howard
Chair of Governors: Peter Martin

To be reviewed every year: January 2026



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1.0 Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Oswald Road Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.
- 1.3 Oswald Road Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance
- 1.4 Oswald Road Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 1.5 This policy aims to:
- Promote good attendance
 - Reduce absence, including persistent and severe absence
 - Ensure every pupil has access to the full-time education to which they are entitled
 - Promote early identification to address patterns of absence
 - Promote and support punctuality in attending lessons.

2.0 Legal Framework

2.1 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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.

2.2 **Legal** proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

2.5 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.6 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

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2.7 The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.8 The register must record whether the pupil was:

- present
- absent
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3.0 Safeguarding

3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

3.4 More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4.0 Categorising Absence

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.2 Absence can only be authorised by the headteacher/principal/principal/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carers, though verbal explanations may be acceptable where this is considered appropriate.

4.4 Absence will be categorised as follows:

4.4.1 Illness Parents may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc. This includes if a pupil is absent due to circumstances related to COVID-19.

4.4.2 Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

4.4.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

4.4.4 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

4.4.5 Religious Observance Oswald Road Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.



4.4.6 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

4.4.7 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible (*see Appendix 2*)

4.4.8 Late Arrival Registration begins at 8:55am, pupils arriving after this time will be marked as present but arriving late. The register will close at 9:15am - pupils arriving after the close of register will be recorded as late, (code U) this is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

4.4.10 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

5.0 Deletions from the Register

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil

- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

5.2.1 Oswald Road Primary School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

6.0 Roles and Responsibilities

6.1 Governance

governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

6.1 The Headteacher

The headteacher is responsible for:

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

6.2 The designated Senior Leader responsible for School Attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Deborah Howard and can be contacted via phone: 0161 881 4266 or via email: deborah.howard@oswaldroad.manchester.sch.uk

6.3 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with the Local Authority and the pastoral and safeguarding support in school to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Amy Nelson and can be contacted via phone: 0161 881 4266 or email: a.nelson@oswaldroad.manchester.sch.uk

6.4 Senior Mental Health Lead is Donna Wealleans

A Senior Mental Lead I responsible for:

- strategic oversight for setting a whole school approach to mental health and wellbeing
- promoting the health and wellbeing of children and young people in school

6.5 Class teachers

Class teachers are responsible for:

- recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at morning and afternoon register.

6.6 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance lead (or pastoral lead where appropriate) in order to provide them with more detailed support on attendance

6.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence by 9am on the day of the absence and each subsequent day of absence (unless there has been a specific conversation between school and the parent), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Engage with school support aimed at improving school attendance
- Seek support, where necessary, for maintaining good attendance by contacting Amy Nelson, the school attendance officer if support is required.

6.9 Pupils

Pupils are expected to:

- Attend school every day on time

7.0 Using Attendance Data

7.1 The school will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level
- Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- 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 severe absence, and their families

See Appendix 1 for more detail

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

See Appendix 1 for more detail

8.0 Support Systems

8.1 School recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 Oswald Road Primary School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Oswald Road Primary School takes guidance from the Working Together to Improve School Attendance and Manchester's Graduated Approach to Attendance. We follow an 'Escalation of Interventions' based on sessions missed or percentage attendance which include Attendance contracts, initiating Early Help Assessments and/or referrals to appropriate agencies such as M Thrive or Early Help Hubs, Pupil voice activities and the use of Emotional Barriers to School Attendance pathway (EBSA).

Further strategies used to support good attendance for all are noted in Appendix 1. Frequent meetings are held with the attendance lead and senior lead for attendance, where data is considered on an individual level and specific strategies are implemented.

8.4 If a pupil has an Education, Health & Care plan, Oswald Road Primary School will communicate with Manchester City Council EHCP Team at an early stage once they become aware of barriers to attendance that relate to the child's needs.

8.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Oswald Road Primary School may consider the use of legal sanctions.

9.0 Legal Sanctions

9.1 Oswald Road Primary School will make use of the full range of potential sanctions – 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

9.2 Manchester City Council, upon a request from school, 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

9.3 Before requesting a legal sanction, 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 appropriate support has been put in place
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

9.4 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

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

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

9.7 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

9.8 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.

Notice to Improve

9.9 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in by Manchester City Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

Appendix 1 – Individualised approach to attendance

As a school, we understand there are differing reasons why a child's attendance may fall to a certain percent and as such, there are differing ways to support.

Our approach as a school is to continually monitor and review data and to implement Attendance Support Plans (where appropriate) which allows us to tailor support to each individual family. The school follows an escalation of attendance intervention plan based on set attendance target percentages.

School considers each child as an individual and then implements support, tailored to the child's and families needs.

There are times that a percentage is lower for a reason that would not require an Attendance Support Plan (eg one unauthorised extended leave which has been issued a Penalty Notice with otherwise good attendance or child needing a stay in hospital etc)

School sometimes will put a 'monitoring' phase in ahead of implementing an Attendance Support Plan.

In line with statutory guidance Oswald Road Primary School offers a supportive approach when concerns arise in relation to attendance and punctuality. As a school we offer;

- Efficient and accurate recording of attendance each day which is routinely monitored to detect attendance and punctuality concerns, ensuring early intervention is put into place.
- Early notification of when attendance concerns arise- this can be in the form of letters and phone calls home
- Offer of breakfast club if this is deemed beneficial to family
- An offer of Early Help and external multiagency support to families in need
- In person attendance meetings in which the pupil will attend if deemed appropriate.
- Reasonable adjustments made to timetable and class support available
- Pupil voice taken to identify any barriers to attendance
- EBSA interventions and plan if required
- Formalised support in the form of Attendance Support Contracts. Individual and achievable targets are set as part of this and regularly reviewed.
- Parents are routinely kept informed of their progress in the form of letters, emails and phone calls.
- If improvement is not seen, the attendance escalation pathway will be followed and a request for statutory action will be made if all other efforts have not seen an improvement.
- A referral to children's services may be made if deemed appropriate. Advice will be sought from AGS drop in and the Local Authority.

Schools are to continue their involvement with families whilst engaging with children's services.

To note:

- School to inform parents when they are contacting children's services.
- Doing with, not to – this is to support children in improving their attendance.
- Ensure impact chronologies are completed to show pattern of behaviors/missed days at school.
- Not all children with poor attendance will result in a social care intervention.
- Social care involvement may not improve attendance.

- Children's services are not to be used as a threat to families.

Oswald Road Primary School- Attendance Support Contract

Personal Details:

Name(s) of Parent:

Name of Child/Young Person:

Date of Meeting:

All present at Meeting:

Current Attendance:

Main objective:

We the school are going to support you to ensure that your child

| | What are our targets? | How will these be met? | Who will be responsible? |
|----|-----------------------|------------------------|--------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

To achieve these targets:

I/We the parent/s or carer/s agree to:

-
-
-

The young person agrees to:

-
-
-

The school agrees to:

-
-
-



Consent – Parent/Carer

I/We also understand and agree that our information has been and will continue to be collected for the purpose of assessing and providing an appropriate service. This information may also be shared with external agencies including Manchester City Council and providers of relevant services in order to ensure that I/ we are provided with the most appropriate services.

I/We understand that this information will be stored either electronically or in the manual records held by school for case management purposes for the length of the programme and for (x) months following, to monitor and evaluate the effectiveness of the contract. The school will keep the information updated and notify all recipients of any changes to ensure corrections are made.

Important Dates

When are we going to meet next? _____

How often do we meet? _____

Are any other services involved? _____

Are there any other important dates? _____

Date of review / plan? _____

End of contract: _____

Contact Details

School staff member's name: _____

Tel No: _____ If unavailable, contact: _____

Agreeing the Contract

I/We have agreed the parenting support plan and will work with school as detailed above to ensure that my/our child attends school regularly.

Signed (Parent/Carers) _____ Date: _____

The school will provide the support detailed above and have provided and explained the relevant information as indicated.

Signed School _____ Date: _____

Directorate for Children's & Commissioning Services

Examples of Targets and Actions for Parenting Contracts

| | What are our targets? | How will these be met? | Who will be responsible? |
|----|---|--|----------------------------|
| 1. | To improve (child's name) attendance by % / other measurement | School will monitor attendance daily and will keep parent/carer fully informed about any absences. | School and parent/carer |
| 2. | To improve (child's name) punctuality | Parent/carer to ensure that (child's name) is woken up at Parent/carer to ensure that (child's name) goes to bed atand has got everything ready for the morning. | Parent/carer |
| 3. | To reduce the number of absences where the explanation is unsatisfactory | Parent/carer to ensure that (child) is in school unless there is a valid reason. Parent/carer to phone school to provide explanation. | Parent/carer |
| 4. | To ensure that (child) is provided with support to help with reintegration back into school (if after a long absence) | School to ensure relevant staff are notified of return of pupil; support is given to catch up on work missed; learning mentor is involved; progress is monitored and reviewed; key worker is assigned if there are any problems. | School staff |
| 5. | Regular contact between all those involved in contract. | School and parent/carer to keep school informed of any issues. | School Parent/carer |

Examples of Actions that may be Agreed to Achieve the Targets:

I/We the parent/s or carer/s agree to:

- Ring school before xx if (child) is going to be absent with an explanation for that absence.
- Inform school of (child's) return to school.
- Inform school of any medical appointments and to show evidence of this.
- Make medical appointments outside of school hours.
- Take child to the doctor's if they are ill and request a medical note (in those cases where the child is taking excessive medical leave)
- Give permission for the school to contact any medical staff involved in the care of (child's name)
- Ensure that (child) goes to bed atevery night
- Ensure that devices are removed at..... every night

- Ensure that (child) is up at leaving plenty of time to go to school.
- Ensure that (child) has completed homework for next day.
- Ensure that (child's) uniform is ready for next day.
- Inform school as soon as a problem arises which may affect attendance, e.g. medical problems, problems at school with other pupils or members of staff.
- Attend any meetings at school to resolve any issues.
- Ensure that (child/young person) attends any alternative provision.
- Support school with any sanctions imposed on child (e.g. detention)
- Support school with any reward system set up for improving attendance.
- Not take (child) out of school during term time for the purposes of a holiday
- Engage with staff from other agencies, e.g. Early help practitioner/Mthrive worker

The school agrees to:

- Monitor attendance and punctuality for (child) for all lessons and follow up with a letter.
- Contact parent/carer by telephone or text when parent not made contact about an absence.
- Contact parent/carer when post-registration truancy has been discovered.
- Impose sanctions when (child) is late or truanting, e.g. detention.
- Invite parent/carers and pupil to meetings to discuss absences.
- Investigate and address any issues around bullying or problems with other staff members.
- Meet with parent/carers to discuss strategies in school and at home which encourage regular school attendance.
- Consider part timetable and subject choice with regard to re-engaging the pupil.
- Use learning mentors to build positive relationship with pupils and parent/carers.
- Encourage and reward good or improving attendance.
- Place the pupil on report for attendance.
- Provide extra help and support is provided with work missed.
- Enable access to in-school counselling.
- Work closely with other agencies involved with family including Early Help.
- Make a referral to an appropriate agency e.g. Early Help, Mthrive
- Maintain weekly contact with the parent to review progress with the contract.
- Refer to Manchester City Council for Statutory Action should unauthorised attendance not improve.

Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

| 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 |
| Attending at a place other than at school | | |
| 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 registration | Pupil is attending a session at another setting where they are also registered |
| Absent – approved leave of absence | | |
| 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 |
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| C2 | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| C | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| Absent – other authorised reasons | | |
| T | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |



| | | |
|--|---|--|
| E | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| Absent – unable to attend school because of unavoidable cause | | |
| Q | 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 |
| Y1 | 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 |
| Y2 | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| Y3 | 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 |
| Y4 | Whole school site unexpectedly | Every pupil absent as the school is closed closed unexpectedly (e.g. due to adverse weather) |
| Y5 | Criminal justice detention | Pupil is unable to attend as they are: - In police detention - Remanded to youth detention, awaiting trial or sentencing, or - Detained under a sentence of detention |
| Y6 | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| Y7 | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| Absent – unauthorised absence | | |
| G | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| N | Reason for absence not yet established | Reason for absence has not been established before the register closes (must be cleared at least weekly) |
| O | 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 |
| U | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| Administrative codes | | |
| Z | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| # | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

Appendix 2: Traveller Family Absence

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. This applies only when the family proves it is engaged in a trade or business that requires it to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Oswald Road Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at xxx will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Oswald Road Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

advise of their forthcoming travelling patterns before they happen; and

inform the school regarding proposed return dates

Oswald Road Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

The child is on roll and attending another visited school

Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service

The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.