

Cardrew Court School Attendance Policy



September 2024
Review Date: September 2025

Approved by:	Kerry Towers	Date: 17/08/2024
Last reviewed on:	17/08/2024	
Next review due by:	17/08/2025	

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Introduction

At Cardrew Court School, we believe it is of vital importance that our learners have high attendance at school as it contributes to the excellent progress that pupils at make Cardrew Court.

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We aim for an environment which enables and encourages all members of the community to be proud to belong, believe and to achieve their best. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and should be at Cardrew Court on time, every day the school is open unless the reason for the absence is unavoidable.

Regular attendance at school is of critical importance to a child's education. Any absence affects the pattern of a pupil's schooling and regular absence will seriously impact on their learning. We believe that high attendance at school has many other benefits besides supporting higher levels of learning and progress. Attending school as part of a routine can improve mental health and resilience and supports a healthier lifestyle. High attendance at school is an excellent way for pupils to grow and develop their social skills. We want our pupils to be happy, as well as successful.

Social connection is a key factor in determining levels of happiness and high attendance supports this. Parents and schools have a key role to play in children's success and happiness. We believe that one of the most important life habits we can instil in children is attendance. Promoting good attendance helps pupils to understand the importance of education, commitment and taking responsibility, supporting them in later life. Ensuring your child's regular attendance at Cardrew Court school is your legal responsibility and permitting absence from Cardrew Court school without a good reason creates an offence in law and may result in prosecution.

Aims

Cardrew Court is committed to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), an effective whole school culture of high attendance is underpinned by high expectation, procedures and responsibilities. To ensure leaders, staff, pupils, and parents understand these expectations and this is set out in this policy.

- Section 1: the practical procedures to be followed at Cardrew Court in relation to attendance.
- Section 2: the measures in place at Cardrew Court to promote regular attendance by its registered pupils.
- Section 3: the responsibilities of particular members of staff in relation to attendance.
- Section 4: the action to be taken by staff if a registered student fails to attend school regularly.

Section 1: The Practical Procedures

There are clear links from this policy to our safeguarding and child protection duties as set out in Keeping Children Safe in Education (DfE 2024). Our Safeguarding policy can be found on the school website.

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The Admissions Register (or “school roll”)

It is Cardrew Courts school responsibility for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission, information regarding parents and carers, and details of the last school attended.

We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number, so that we have options to contact a responsible adult should the need arise.

A Pupil’s name can only be lawfully deleted from the admissions register in very limited circumstances and we follow the DFE guidance and have to have conformation from The Devon SEND Statutory Team.

The Attendance register

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

The attendance register will be taken at the start of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

The school day starts, and the gates open 8.45am and finishes at 3.15pm every day (unless specified in the calendar)

Pupils must arrive in school by 9:00am on each school day. After the school gates are closed at 9am pupils will need to sign in via the school office and sign in to school.

The register for the AM session will be taken at 9:00 by the class teacher, Pupils who arrive after 9am will be recorded as late, the register will be kept open until 9:15am. From 9:16am – 9:30am pupils will be recorded as late after register closes. Any pupils not present after this time will be marked absent.

The register for the PM session will be taken at 1:00pm and will be kept open for 10 minutes until 1:10pm

Any amendment to the attendance register will be approved by SLT 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.

Cardrew Court will also record:

- Whether the absence is authorised or not, reason and evidence (if provided)

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- 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.
- Where a student is on a school visit or trip, this will be coded correctly and will count positively towards attendance.
- Granting a leave of absence will only be made in exceptional circumstances.
- Pupils who are attending alternative provisions will be coded with the appropriate code.

Lateness

Pupils at Cardrew Court are expected to be on time as each day starts with a tutorial period.

AM Tutor time 8.45am – 9am

Unplanned Absence

Parents¹ must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible and every day the pupil is absent. This can be done as follows: by calling the school phone number on 01209 **912126** and leave a message or by email office@cardrewcourt.org with the following details:

- Full name of the pupil.
- Pupil's class name.
- Full name of person reporting absence and relation to child.
- Reason for absence.

If a pupil has been off for 4 days or more school staff will ask to do a TEAMS call on the Friday afternoon, to keep in contact and check in to offer support to the family.

Where the absence is longer than 5 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.

Where a reason for the absence is not received by 9.20am on the day of the absence, the school will contact the parents / carers on the same day to understand the reason for the absence.

¹ Throughout this document, the terms 'parent' and 'parents' are interchangeable and apply equally to 'parents and carers' and includes foster parents and social workers where relevant.

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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.

We define 'exceptional circumstances' as each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted it is for the Head Teacher to determine the length of the time the student can be away from school. It is extremely unlikely that a leave of absence will be granted for the purposes of a family holiday. Unless pre booked before the pupil was named as having a place at Cardrew Court School, whom had not been on an EOTAS package, (or similar) and was out of school with no provision, prior to admission to CCS.

To request a leave of absence please collect an absence request form (Appendix 2) from School Reception at least two weeks before the intended absence, except in the case of an emergency.

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) / Carers travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (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)

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- 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.

Following Up Unexplained Absence

Where further unexplained absences occur, the school will make further contact with the parent(s) / carers (including social workers where appropriate). This should be with the aim of understanding why the absence has occurred, and when the student will return.

- Cardrew Court will endeavour to make contact on the first day of absence, if no email, or telephone call is received by the school office from the parent by 9.20 am that day. If the family is not available on the telephone a message will be left, where possible. Emails/SMS text messages may also be used. The office will keep a record of contact made and responses.
- If there is no response from either of the 2 emergency contacts nominated by the parent and this is considered a cause for concern, the school may decide to notify the police in the interests of safeguarding the pupil concerned.
- Cardrew Court staff will continue to try to contact the parents / carers on each day that the absence continues without explanation, if there is no response. If by the end of the second day there has still been no contact made, the school will send a letter of concern to the parents. On an individual basis might feel it's appropriate to send a member of staff to go to the family home to offer support. The school will tell parents / carers that if absence persists that a referral will be made to the Cornwall LA Education Welfare service and the Pupils case worker at Statutory SEND Team.
- Support will be offered to the family to improve attendance and possibly a referral may also be made to the Early Help or external agencies as quickly as possible and when necessary, referrals if the Designated Safeguarding Lead (DSL) and or SLT thinks this is appropriate.
- Follow up on all unexplained absences to obtain explanations from parents / carers.
- Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention, as appropriate.
- The correct absence code will be put in the Attendance Register as soon as the reason is ascertained.

Section 2: Promoting Regular Attendance

This section sets out the measures in place at Cardrew Court to promote regular attendance by its registered pupils.

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Promoting Attendance

Cardrew Court School will:

- Treat all pupils and parents with dignity. Our staff will always seek to model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance.
- Set out expectations of attendance and reporting in this policy and communicate procedures clearly in the placement plan.
- Use SLT / teacher to encourage pupils to attend and to celebrate attendance and communicate with pupils about absence and patterns.
- Hold regular meetings with the parents / carers of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Inform parents / carers termly of the attendance data of their child, this can be more regular if there are concerns about attendance.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Make the necessary statutory data returns to the local authority.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps. If well enough to do so pupils will be provided with 'Continuity of Learning' work when absent which means that they are able to keep up with the curriculum while absent. Teachers will meet with the pupil on return and agree ways that the pupil can be supported on their return and will monitor their re-engagement with school and support with any ongoing medical needs where necessary.
- Make initial enquiries of parents of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance. School will send formal letters when applicable.
- Refer irregular or unjustified patterns of attendance to the Education Welfare Service. Failure by the family to comply with the planned support set by the school or and inclusion officer may result in further actions e.g. Penalty Notice, parental prosecution or an application for an Education Supervision Order.

Pupils leaving during the school day.

Pupils are not allowed to leave the premises without prior permission from the school.

Whenever possible, parents / carers should try to arrange medical and other appointments outside of school time. If an appointment is in school time evidence will be requested for example an appointment card or letter with the date and time.

Parents / carers are requested to confirm in writing / or email the reason for any planned absence, the time of leaving, the expected return time and whether the student is being collected or will make their own way to their destination.

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Where a pupil is being collected from the school, parents / carers are requested to report to the school office before the pupil is allowed to leave the site.

If a pupil leaves the school site without permission their parents / carers will be contacted. Should the school be unable to contact the family it may be appropriate, in certain circumstances, to contact the police and register the pupil as a missing person.

Data Strategy

Cardrew Court School understands that majority of our pupils come with complex needs and are vulnerable and school attendance has been a historic concern / difficult due to previous educational establishments being unable to meet need. Cardrew Court school knows that prevention, early detection and support is crucial.

We will therefore undertake regular data analysis to:

- Both identify and provide immediate additional support to pupils and/or cohorts that need it.
- Look at historic and emerging patterns across the school and develop strategies to address them. The school will typically carry out the following analysis:
 - Daily monitoring of attendance through the admin team and communicated to SLT.
 - Develop targeted actions to address patterns of absence (of all severities) of individual pupils that has been identified via data analysis.
 - Monitoring and analysing weekly attendance patterns and trends, including whether there are particular issues for some pupils on certain days.
 - Patterns of attendance and engagement within sessions, to ensure that all pupils are attending all timetabled lessons.
 - Attendance data will be discussed at weekly Safeguarding meetings and through staff meetings.
 - Termly and full-year data analysis of patterns and trends, including analysis of pupils and cohorts, identifying patterns in use of certain codes, days where attendance is typically poor and (where appropriate) subjects with low lesson attendance.
 - Benchmarking attendance data at whole school, against national special school data and sharing good practice with others for raising attendance.

We will use this analysis to identify pupils who need support so that we can focus staff efforts on developing targeted actions for those pupils and to identify any common themes to support improvement planning.

Provide regular attendance reports to facilitate discussions with pupils and families, and to school leaders.

We will use the data to inform us regarding the impact of school-wide attendance efforts, including any specific strategies implemented, to evaluate approaches or inform action.

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

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Absence reduction strategy

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.

We will devise specific strategies to address areas of poor attendance identified through data. 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.

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.

Pupils with medical conditions or special educational needs and disabilities

Cardrew Court school recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupils.

We ask all staff to reinforce messages about the importance of attendance and create a welcoming environment which encourages pupils to attend. In working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:

Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, reviewing the barrier, putting an agreed plan together with the pupil involved where appropriate and reviewing the plan regularly and evolve the plan when needed. Home visits / TEAMS calls to rebuild relationships,

Considering whether additional support from external agencies (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.

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Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, routines, access to support in school and lunchtime arrangements.

Ensuring pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate.

Ensuring data is regularly monitored for these groups including EHCP annual reviews, Safeguarding meetings, so that additional support from other agencies is accessed where necessary.

Please see the school's policy on supporting pupils with medical conditions at school for further information. In all cases, the school will be sensitive and avoid stigmatising pupils and parents and will talk to them, understand how they feel and what they think would help improve their attendance to develop personalised approaches that meet an individual pupil's specific needs.

Part-Time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package for a short period of time only.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement will have a time limit by which point the pupil is expected to attend full-time, at school. Formal arrangements will also be put in place for regularly reviewing it every 6 weeks with the pupil (if appropriate) and their parents /carers and any agencies involved with that pupil. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable.

Part time timetables (PTT) have to be formally logged with the Cornwall Education Welfare Service from Autumn Term 2. PPT within Autumn Term 1 can form part of the pupil's transition and therefore do not have to be formally logged in this way but will be reviewed every 3 weeks, or more frequently as required.

Pupils returning to school after a lengthy or unavoidable period of absence

Parents and the teacher will meet and where appropriate the pupil will be invited to attend the meeting to review needs of the pupil offering a higher level of pastoral support and a plan will be made and reviewed daily / weekly to the pupil's engagement to reintegrate back to school. This will have a personalised approach and be overseen by SLT.

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Section 3 Roles and Responsibilities

This section outlines responsibilities of particular members of staff in relation to attendance.

The name and contact details of the senior leader responsible for the strategic approach to attendance in school is Kerry Towers who can be contacted on 01209 912126 or email ktowers@cardrewcourt.org

Responsibility for identifying unexplained absences on “day 1” and identifying further unexplained absences will be the school receptionist; Lyn Phelan who will pass on to SLT.

More detailed support on attendance can be requested from SLT.

Governing Body Responsibilities

The Governing board recognises the importance of school attendance and will:

- Promote it through the school’s values, ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure Cardrew Court staff receive adequate training on attendance.

The Governing board will also ensure:

That the Attendance Policy and its contents are generally made known within Cardrew Court and to parents / carers of registered pupils at the school, and steps are taken at least once in every school year to bring the Attendance Policy to the attention of all those parents / carers and pupils and all persons who work at the school.

The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school’s processes and improvement efforts to make sure they are meeting pupils needs.
- Issuing fixed-penalty notices, where necessary, and /or authorising deputy headteacher to be able to do so.

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- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and support attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents.
- Delivering targeted intervention and support to pupils and families.
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher.
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

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Section 4: Specific Action for Failure to Attend Regularly

Notices to Improve

If the national threshold has been met and support is appropriate, but parents / carers 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.
- As part of promoting regular attendance the school will consider the issuing of Fixed Penalty Notices, in conjunction with guidance from School absence penalty notices – Education and Families (devon.gov.uk)

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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

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The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)

The School Attendance (Pupil Registration) (England) Regulations 2024

<https://www.legislation.gov.uk/uksi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:

School census guidance

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

Links with other policies

This policy needs to be read in conjunction with the CCS Safeguarding policy, CCS Behaviour Policy, National Guidance on attendance produced by the DfE (November 2016) and the school's homework policy.

Our school will additionally use the Local Authority's Flexi-schooling agreement when relevant; the school will endorse Flexi-schooling agreements to ensure they are working in accordance with the protocols outlined by the Local Authority; CCS will monitor any pupil who may be missing from education in accordance with the protocols determined by the Local Authority.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Kerry Towers, Headteacher. At every review, the policy will be approved by the full governing board.

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Appendix 1: 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 a place other than the 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 registered	Pupil is attending a session at another setting where they are also registered
Absent – 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

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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

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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 closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • 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
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		

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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 -Pupil Leave of Absence in Exceptional Circumstances - Request Form

<i>Parents/Carers - Please return this request form to the Headteacher at least 2 weeks before</i>	
NAME OF PUPIL:	
DATES REQUESTED – <i>FROM</i> (Insert first date of absence):	

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DATES REQUESTED – TO (Insert last date of absence):	
TOTAL NUMBER OF SCHOOL DAYS:	
I request leave of absence for the above-named child due to the following exceptional circumstance(s): -	
Please state destination:	
Accompanying adults & their relationship to child:	
In order to counteract any missed teaching and learning, my child will: -	
Is there anything else that you feel would enhance the above? -	
I/ we agree to the terms and conditions outlined within the Exceptional Circumstances policy of the Special Partnership Trust	Signed (Parent/carer):
I/we understand if we do not provide sufficient information to support the risk assessment the school can decline this request	Signed (Parent/carer):
To the parents/carers of:	
Request approved/not approved for your child to have a leave of absence (exceptional circumstances):	APPROVED NOT APPROVED
If exceptional circumstances have been declined (reasons) – <i>if you would like an appointment to discuss any aspect, please telephone the office manager to request an appointment with the HT:</i>	
FROM (first day of absence):	
TO (last day of absence):	
Head Teacher's signature:	
Date:	