Pupil Attendance Policy

WATERGATE SCHOOL

'I Can, You Can, Together We Will'

Written by: Natalie Carroll, September 2024

Date of Next Review: September 2027

Contact Information:

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school, is:
Isabell Fisher – Assistant Headteacher
i.fisher@watergate.lewisham.sch.uk
0208 695 6555

Parents and carers should contact Emma about attendance on a day-to-day basis:
Emma Jeffrey, Administrator
0208 695 6555

For more individual support with attendance, parents and carers should contact our Attendance Lead:
Isabell Fisher – Assistant Headteacher
i.fisher@watergate.lewisham.sch.uk
0208 695 6555

Approved by:	Linda Matthews Headteacher	**Date:** September 2024
Ratified by Governing Body		**Date:**
Written by:	Natalie Carroll Deputy Head Teacher	**Date:** September 2024
Last reviewed on:	September 2026	
Next review due by:	September 2027	

WATERGATE SCHOOL
'I Can, You Can, Together We Will'

Watergate School

Pupil attendance policy

Introduction and background

Watergate School recognises that good attendance is essential for pupils to get the most of their school experience, including their attainment, wellbeing, and wider life experiences.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age and any special educational need they may have. It is the legal responsibility of every parent and carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Parents and carers have a legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in an exceptional circumstance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions.

Our School Attendance Policy reflects the requirements and principles of that guidance and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are contained within 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, 2024 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding.
- ensure every pupil has access to the full-time education to which they are entitled.
- ensure that pupils succeed whilst at school.
- ensure that pupils have access to the widest possible range of opportunities at school

It seeks to ensure that all parties are aware and informed of the school's expectations and commitment to support families and pupils to promote and facilitate pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance. Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, valued, and belong.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Acting early to address patterns of absence including persistent and severe absence and support families to address and overcome difficulties preventing regular attendance at school.
- Building strong relationships with families to ensure pupils have the support in place to attend school confidently, happily, and ready to achieve their full potential.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances. Each absence or request for a child to be absent from school will be considered on an individual basis by the Attendance Lead in liaison with the Head Teacher.**

Promoting regular attendance

At Watergate School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the start. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Our Senior Attendance Champion is Isabell Fisher, who can be contacted via email (i.fisher@watergate.lewisham.sch.uk) or by phone through the School's main number: 0208 695 6555.

Helping to create a pattern of regular attendance is the responsibility of parents/carers, pupils, and all members of school staff.

To help us all to focus on this, the school will:

- Submit a daily attendance return to the Department of Education (DfE), in line with the legal expectations placed on all schools.
- Build strong relationships and work jointly with families.
- Always seek to pro-actively support pupils and families to overcome any barriers they may face in terms of attendance.

- Work with local authority services (e.g.; therapists, Family Thrive, local authority transport providers, Social Care, Lewisham Attendance and Inclusion, healthcare agencies, etc.) to support parents and children and overcome barriers that would otherwise result in absence from school.
- Promote the benefits of good attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 9:15am on the day of the absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.

Understanding types of absence

We recognise and fully understand that our pupils at Watergate are more likely to experience barriers to attendance, such as medical and therapy appointments, periods of illness or dysregulation.

We are fully committed to supporting our pupils and their families to overcome any barriers as far as possible. Where absence is unavoidable, we will liaise with families to provide support and (where appropriate) meaningful home learning opportunities. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. A pupil's late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

By law, every half-day absence from school must be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies, or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g., for non-infectious illness or injury that would not affect their ability to learn in school.
- absences which have never been properly explained.
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
- shopping trips.
- their own or family birthdays.
- holidays taken during term time, or absences not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- other leave of absence in term time which has not been agreed.

Persistent absenteeism (PA) and Severe absenteeism (SA)

A pupil is defined by the Government as a **'persistent absentee'** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. All pupils who have attendance levels of 90% or below is a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent'**. When a pupil is severely absent, the School is required by law to refer to the local authority for multi-disciplinary support. This may include a referral to children social care under the category of Educational Neglect where appropriate.

Absence procedures

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:
Emma Jeffery, Administrative Officer for Pupils
0208 695 6555

We monitor and review all pupils' absence, and the reasons that are given for any absences.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:15am.
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence.
- Contact the school on every further day of absence, again before 9:15am.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence.

If your child is absent, we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.

- If we are unable to contact parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be reported as "missing from education."

If absence continues, we will:
- Write to you if your child's attendance is causing concern and/or where punctuality is a concern.
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer signposting support to other agencies or services, if appropriate.
- Refer the matter to the Local Authority for relevant legal action if attendance does not improve and parents or carers are not engaging with the support offered to them.

Lateness

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and risk missing vital work and learning opportunities. When a child arrives to school after the registers have closed, the absence is unauthorised, and a referral may be made to the local authority for statutory action.

Watergate School start and finish times are:
Gates open: 9:15am
Registration starts: 9:15am
Registration closes: 9:35am
End of the school day: 3:15pm

How we manage lateness:
- The school day starts at 9:15am when children can begin to come into school.
- At 9:35am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark, and it will mean that they have an unauthorised absence.
- The school may contact parents/carers regarding punctuality concerns.

If your child has a persistent lateness record, you may be asked to meet with a member of the school team, but you can approach us at any time if you are having difficulties getting your child to school on time.
Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings.

Local authority attendance support services

Local authority attendance specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice or prosecution in the Magistrates Court.

School attendance and the law

By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, then under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Separated parents

Anyone who is a parent, as recognised under education law, can participate in their child's education. Watergate School treats all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their child. Parents can seek confirmation on the rights of sharing pupil information in regards to education via the Understanding and dealing with issues relating to parental responsibility - GOV.UK (www.gov.uk) .

Parents are responsible for the attendance of their children, whether they live together or separately. All parents, as defined by section 576 of the Education Act 1996 will be held accountable for their child's attendance. It is expected that parents work together in the best interest of the child to support regular and punctual attendance to school.

It is the responsibility of the parents to inform the school when there is a change in family circumstances. The school needs to be kept up to date with contact details, arrangements for collecting children and emergencies.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to five school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to three months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Holidays in term time

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised.

At Watergate School all requests for leave (holidays during term time) will be looked at on an individual basis. Generally, 'exceptional circumstances' are interpreted as being of unique and significant emotional, educational, or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

The headteacher/school may discuss the leave of absence request with other education settings and/or the local authority to determine any exceptional circumstances.

Absence data

Schools are required to submit pupil attendance data to the Department for Education daily Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share attendance data, information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Absence codes

Code	Meaning	Criteria	Statistical value
/	Present at school AM	Must in school at registration	Attending (present)
\	Present at school PM	Must in school at registration	Attending (present)
L	Late arrival before registers closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical value
K	Attending Education provision arranged the LA	The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision.	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip. Arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. Code V can only be used if the pupil is present at the visit.	Attending an approved educational activity (present
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	P code can only be used if the pupil is present at the activity. The sporting activity must take place during the	Attending an approved educational activity (present)

		session for which it is recorded. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. The activity is of an educational nature. The school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
W	Attending Work Experience	W code can only be used if the pupil is present at the activity under arrangements by school or LA in session for which it is recorded, the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged	Attending an approved educational activity (present)

		for the pupil by a local authority undersection 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. The activity is of an educational nature. The school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
B	Attending any other approved Educational Activity	B code can only be used if the pupil is present at the activity under arrangements by school or LA in session for which it is recorded. Remote education cannot be coded B as the pupil is not present. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1)	Attending an approved educational activity (present

		of the Children and Families Act 2014. The activity is of an educational nature, the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
D	Dual Registered at another school	The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.	Not a possible attendance (neither present nor absent)

Pupil is absent with leave

Code	Meaning	Criteria	Statistical value

C1	Leave of absence – performance or regulated employment abroad	Performance licence issued by LA or Body of Persons. Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose.	Authorised absence
M	Leave of absence for Medical or dental Appointment	Agreement in advance. Application by parent child normally lives with. Minimum time necessary. Where pupil is absent at registration.	Authorised absence
J1	Leave of absence for Interview	Agreement in Advance. Application by parent child normally lives with.	Authorised absence
S	Leave of absence for studying for public examination		Authorised absence
X	Non – Compulsory School age pupil not required to attend school	For part time attendance. Absence for timetabled sessions to use appropriate code and not X. X should only be used for session not expected to attend.	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	Exceptional circumstances. if the school and a parent who the pupil normally lives with have agreed that, for exceptional reasons, the pupil should temporarily receive reduced education (part time)	Authorised absence
C	Leave of absence exceptional circumstances	Exceptional circumstances. No blanket approach. School discretion. Generally, a need or desire for a holiday or other absence for the	Authorised absence

		purpose of leisure and recreation would not constitute an exceptional circumstance.	

Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical value
T	Parent travelling for occupational purposes.	The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.	Authorised absence
R	Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)	Authorised Absence

I	Illness (not medical appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.	Authorised Absence
E	Suspended or permanently excluded with no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.	Authorised Absence

Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the	Not a possible attendance

		pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot	Not a possible attendance

		practicably be accommodated in those part of the premises that remain in use.	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g., due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, not a possible attendance every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial, or sentencing, or • detained under a sentence of detention. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e., non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	Not a possible attendance

Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales, and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.	Not a possible attendance

Absent for unauthorised reasons

Codes	Meaning	Criteria	Statistical value
G	Holiday not granted by school	The school has not granted a leave of	Unauthorised absence

		absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Unauthorised	Unauthorised absence

		absence should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.	

Administrative codes

Code	Meaning	Statistical value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED