

# ATTENDANCE POLICY

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**Authorised By:** Emma Hawkins

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## **1. Purpose**

- 1.1 We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:
- Setting high expectations for the attendance of and punctuality of all pupils
  - Promoting good attendance and the benefits of good attendance
  - Reducing absence, including persistent and severe absence
  - Ensuring every pupil has access to the full-time education to which they are entitled
  - Acting early to address patterns of absence
  - Building strong relationships with families to ensure pupils have the support in place to attend school

## **2. Definitions**

- 2.1 'The school' and 'Jigsaw School' means Jigsaw CABAS® School.
- 2.2 CABAS® is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.
- 2.3 'Parents' includes the parents, guardians, or carers of a pupil

## **3. Scope**

- 3.1 This policy applies to all pupils and their parents at Jigsaw School.
- 3.2 Parents are made aware of this policy and procedures for absence reporting as part of the initial parent meeting. This policy can be accessed on the school's website by all pupils, parents and staff.
- 3.3 This policy is closely linked to the school's Safeguarding and Child Protection, Behaviour Management, Supporting Pupils with Medical Conditions, and Suspension and Permanent Exclusions policies and procedures.

## **4. Legislation & guidance**

- 4.1 This policy meets the requirements of 'Working Together to Improve School Attendance', issued by the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.
- 4.2 The following legislation sets 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 2024
  - The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- 4.3 This policy also refers to the DfE's guidance on the school census, which explains the

persistent absence threshold. For a full list of the legislation and guidance please refer to section 13 of this policy.

## **5. Responsibilities**

The school's senior attendance champion is Mariann Szabo, Deputy Headteacher.

### **Role of the Governing Body**

5.1 The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Ensuring that school leaders fulfil expectations and statutory duties, including that:
  - the school records attendance accurately in the register, and shares the requisite information with the DfE and local authority as required
  - the school works effectively with local partners to remove barriers to attendance, and that they are kept informed regarding specific pupils, where appropriate
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Holding the Director of Education to account for the implementation of this policy

5.2 Governors at Jigsaw work in monitoring pairs. The link governors for attendance are the governors with responsibility for Behaviour & Attitudes under the Education Inspection Framework (EIF). Attendance is reviewed as part of their monitoring visits.

5.3 Attendance data and reports are provided for each full governing body meeting and discussed as part of the agenda.

### **Role of the Director of Education & Deputy Headteacher**

5.4 The Director of Education and Deputy Headteacher are responsible for:

- Implementation of this policy
- Leading on attendance across the school and offering a clear vision for attendance improvement
- Communicating the school's high expectations for attendance and punctuality regularly through all available channels
- Ensuring there is an appropriate and effective absence reporting and registration system in place
- Monitoring trends by using data effectively to help strategic planning
- Regularly reviewing school-wide and individual pupil attendance rates and trends

and targeting intervention and support to those pupils whose attendance is a concern

- Devising specific strategies to address areas of poor attendance identified through data and monitoring the impact of any implemented strategies
- Reviewing and authorising or otherwise any absence requests received from families
- Reporting attendance figures to the Governing Body each term
- Ensuring that individual pupil attendance figures are reported to parents as part of each pupil's Annual Review and termly reports
- Ensuring systems are in place for reviewing and updating parents' contact details and that the school holds details of at least two emergency contacts for each pupil
- Communicating with the local authority where there are (i) irregular or unjustified patterns of non-attendance and (ii) any barriers to attendance that relate to a pupil's needs (e.g., issue with home to school transport)
- Ensuring that home learning activities for pupils with long term illness or other unavoidable long-term absence is provided if they are well enough to undertake the work
- Ensuring staff with responsibilities for attendance receive training on the use and understanding of attendance codes and authorised and unauthorised attendance

#### **Role of School Administration Team**

5.5 The school administration team is responsible for:

- Completing attendance registers at the start of morning sessions and at the beginning of afternoon sessions
- Ensuring a back-up copy of attendance and admission registers is taken at least once a month
- Monitoring individual pupil and class attendance on a daily basis and informing the School Management Team of absent pupils daily
- Listening and responding to absence calls and messages and checking the school attendance e-mail address each day
- Sending written confirmation of requests for leave of absence to parents
- Providing attendance data reports for Local Authorities as requested
- Providing individual pupil attendance information to parents each term and as part of the Annual Review Report
- Filing Pupil Absence Forms and updating the school calendar as required
- Phoning parents of absent pupils on the first day of absence where the school has not been previously notified of the absence
- Sending a letter, e-mail and/or text message to parents where the school has not

been able to contact families by the end of the first day of absence

- Following-up any unexplained absences and updating the register with the appropriate code
- Maintaining contact details for parents and emergency contacts up to date on SchoolPod.

## Role of Teaching Staff

5.6 Teaching Staff are responsible for:

- Setting an example of punctuality and good attendance
- Informing the school administration team of absent pupils each morning
- Emphasising the importance of punctuality and good attendance to pupils and parents
- Reporting concerns related to a pupil's attendance to the School Management Team
- Providing a welcoming atmosphere and safe learning environment.

## Role of Parents

5.7 Parents are responsible for:

- Making sure their child attends every day
- Contacting the school, by e-mail or alternatively by telephone, on the first day of their child's absence by 8.30am (and each subsequent day of absence), and advise when they are expected to return
- Completing and returning Pupil Absence Request forms as relevant
- Providing regular updates to school in the case of prolonged absence
- Collecting their child or making arrangements for their child to be collected at the end of the school day or agreed time if attending an extra-curricular activity
- Collecting their child or making arrangements for their child to be collected in case of their child falling ill during the school day
- Avoiding taking holiday in term time
- Making every attempt to arrange dental and medical appointments out of school hours
- Adhering to attendance improvement plans that they agree with the school
- Seeking support, where necessary, for maintaining good attendance either from the school or the local authority in the case of transport issues
- Informing the school of any changes to their contact details

## 6. School Day

6.1 Pupils are expected to arrive in school for the start of each school day, by 9:15am. The

school day finishes at 3.30pm with an option for secondary age pupils to remain in school until 3.45pm to enable the school to manage end of day transitions safely and effectively. Where pupils in Reception Year and/or in Years 1 to 3 share transport with secondary age pupils, the earlier 3.30pm finish time will apply for all pupils. The finish time for all other primary year group pupils who share transport with secondary age pupils, should be agreed amongst parents via the transport provider.

- 6.2 On the last day of each half term/term, the school day ends at 1.30pm for pupils who normally leave at 3.45pm and 2.00pm for pupils whose normal leaving time is 3.30pm.

## **7. Recording Attendance**

### **Attendance Registers**

- 7.1 The school will keep an electronic attendance register for all pupils. The attendance register will be completed by the school administration team at the start of each day and once during the afternoon session. The register is taken at 9.45am and is kept open till 10.15am. The afternoon registration period is between 1.30pm – 2.00pm.
- 7.2 The attendance register will mark whether every pupil is:
- Present
  - Attending an approved off-site educational activity
  - Absent
  - Unable to attend due to exceptional circumstances
- 7.3 Any amendment to the attendance register will include:
- The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment
- 7.4 The school will also record:
- Whether any absence is authorised or not
  - The nature of the activity if a pupil is attending an approved educational activity
  - The nature of circumstances where a pupil is unable to attend due to exceptional circumstances
- 7.5 The school will keep every entry on the attendance register for a minimum of 6 years after the date on which the entry was made. Back-up copies will be preserved for the current academic year plus 6 years.
- 7.6 At times, pupils may be subject to altered timetables to take account of medical needs. In these circumstances, the registration periods will be amended accordingly as agreed and will have the same tolerances applied to their arrival times as other pupils.

### Unplanned Absence

- 7.8 Parents must notify the school of the reason for absence on the first day of an unplanned absence by 8.30am by emailing [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) or calling the school on 01483 273874 and leaving a message stating the pupil's name, reason for absence and indication of the expected return date/time.
- 7.9 Absences due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.
- 7.10 If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.
- 7.11 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 of any change to the attendance register.

### Planned Absence (see also Section 8 below)

- 7.12 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school of the appointment as far in advance as possible. Parents should request a leave of absence by emailing [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) or by completing and returning the 'Pupil Absence Request' form. The form can be found on the school's webpage and at the end of this policy. (See Appendix 2)
- 7.13 However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- 7.14 The pupil's parent must apply for all types of term-time absences as far in advance as possible of the requested absence. Please refer to section 8 of the policy for details of those term-time absences that the school can authorise.

### Lateness and Punctuality

- 7.15 A pupil who arrives late, after 9.45am:
- before the register has closed will be marked as late, using the appropriate code
  - after the register has closed will be marked as absent, using the appropriate code
- 7.16 For ongoing punctuality issues, the school will work with families and transport providers to address concerns and offer strategies to support pupils to arrive on time.
- 7.17 any attendance issues that are linked to school transport provided by the Local Authority or widespread disruptions to travel, will be taken into account so this does not impact on pupil's overall attendance figures.

### Following up Unexplained Absence

- 7.18 Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
- Call the pupil's parent/carer on the morning of the first day of unexplained absence to



ascertain the reason.

- If the school cannot reach any of the pupil's emergency contacts, the school may contact the pupil's social worker (if applicable) or the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input this as soon as the reason for absence is ascertained – this will be no later than 5 working days after the relevant session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving the pupil's Local Authority.

### **Reporting to Parents**

7.19 The school will regularly inform parents regarding their child's attendance and absence as part of the Annual Review and termly reports.

## **8. Authorised and Unauthorised Absence**

### **Approval for term time absence**

- 8.1 The Director of Education will allow pupils to be absent from Jigsaw for certain educational activities, or to attend other schools or settings. The Director of Education will only grant leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Director of Education's discretion, including the length of time the pupil is authorised to be absent for.
- 8.2 The school considers each request for term-time absence individually, taking into account the specific facts, circumstances and context behind each request and the attendance rates and previous requests for term-time absence for the pupil.
- 8.3 Any request should be submitted as soon as it is anticipated, and where possible, at least 2 weeks before the absence by completing and returning the Pupil Absence Request form, accessible via the school's website, at the end of this policy (See Appendix 2) or the school administration team. The Director of Education may require evidence to support the request for leave of absence.
- 8.4 Parents will receive an email confirmation that will indicate whether a request for leave has been approved or not and outline the details of when the pupil is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.
- 8.5 Absence, without the Director of Education's approval, will be recorded as unauthorised in the school register.
- 8.6 Valid reasons for authorised absence include:
  - Illness (both mental and physical) 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 parents belong. If necessary, the school will

seek advice from parents' religious body whether the day is set apart

- Exceptional circumstances such as celebratory events or special family celebrations and compassionate circumstances
- Visits, interviews, assessments and transition days at other provisions
- A temporary, time-limited part-time timetable

8.7 Generally, a request for a holiday or other absence for the purpose of leisure and recreation during term time would not constitute an exceptional circumstance.

## **9. Strategies for Promoting Attendance**

9.1 Where there is a concern for attendance, individualised strategies will be implemented according to each pupil's and their family's needs. The strategies may involve outreach support for families, working with and providing training for transport providers, behaviour management strategies to support pupils such as token economies and home-school behaviour contracts etc.

## **10. Attendance Monitoring**

### **Monitoring & analysing attendance**

10.1 Daily absences are monitored on an individual pupil level by the administration team and reported to the Director of Education, Deputy Head and Designated Safeguarding Lead.

10.2 The School Management Team monitors, reviews and analyses attendance and absence rates monthly as part of School Management Team meetings to:

- Identify whether there are any particular pupils whose absences may be a cause for concern and targeted support is required
- Examine historic and emerging patterns of attendance and absence, and develop strategies to address these patterns

10.3 Data for each half term, term and year are also monitored by the School Management Team and reviewed at governing body meetings.

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

10.4 The school will:

- Ensure key staff have access to attendance information to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place and inform future strategies

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

10.5 Persistent absence is where a pupil misses 10% or more of available school sessions, and severe absence is where a pupil misses 50% or more of available school sessions.

10.6 The school will:

- Use attendance data to identify any 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 as appropriate

10.7 Persistent and severe absence from school can be a safeguarding concern. The safeguarding team regularly review pupil absence and works with parents and other professionals to support the family (e.g. liaison with social services, home visits)

## **11. Monitoring arrangements**

11.1 This policy will be updated as guidance from the Department for Education is updated, and as a minimum every two years by the Deputy Headteacher. At every review the policy will be approved by the School Management Team and ratified by the governors responsible for attendance.

11.2 This policy was last reviewed in July 2024.

## 12. Version History

No.	Date	Amendment
1.1		
1.2	April 2019	Reviewed
1.3	November 2019	In Appendix, forms updated in line with Jigsaw house style.
1.4	April 2020	Reviewed and updated policy. Updated guidance links. Removed template letters from Appendix in light of changes to flowchart.
1.5	September 2020	COVID-19 Addendum added
1.6	March 2021	Policy reviewed and updated. Minor updates and changes made in the Addendum section
1.7	March 2022	Policy reviewed and updated. Added to 5.5.1 regarding parents' responsibility when their children become unwell during the school day. 8.1.1 School Day – more information added on school day and finishing times. 9.4.2 – letters replaced with email response; 10.2 & 11.1 MASH changed to C-SPA. 13. Covid Addendum updated. 15 Legislation and Guidance links updated. Appendix 2 Attendance management updated and formatted. Removed holiday request response letter as these are now responded to via email. Definition of "parents" added at 2.3 and adjusted through policy.
2.1	March 2023	Policy overhaul
2.2	January 2024	Updated 6.2 to reflect changed finishing times on the last day of each half term.
3.1	July 2024	Policy review and update in line with DfE guidance from 19 August 2024. Key changes included: updated responsibilities section, changes to registration periods, sections 7.14 and 8.1 minor edits to content, section 8.7 added, updated legislation and guidance section and attendance codes and pupil absence request form in appendices.

## 13. Related Legislation & Guidance

Document	Location
Working together to improve school attendance	<a href="https://www.gov.uk">Working together to improve school attendance - GOV.UK (www.gov.uk)</a>
The Education Acts 1996 and 2002	<a href="https://www.legislation.gov.uk">Education Act 1996 (legislation.gov.uk)</a>
Children Act 1989	<a href="https://www.legislation.gov.uk/ukpga/1989/41/contents">https://www.legislation.gov.uk/ukpga/1989/41/contents</a>
The Crime and Disorder Act 1998	<a href="https://www.legislation.gov.uk/ukpga/1998/37/contents">https://www.legislation.gov.uk/ukpga/1998/37/contents</a>
The Anti-Social Behaviour act 2003	<a href="https://www.legislation.gov.uk/ukpga/2003/38/contents">https://www.legislation.gov.uk/ukpga/2003/38/contents</a>
The Education and Inspections Act 2006	<a href="http://www.legislation.gov.uk/ukpga/2006/40/contents">http://www.legislation.gov.uk/ukpga/2006/40/contents</a>
The Sentencing Act 2020	<a href="https://www.legislation.gov.uk/ukpga/2020/17/contents/enacted">https://www.legislation.gov.uk/ukpga/2020/17/contents/enacted</a>
The School Attendance (Pupil Registration) (England) Regulations 2024	<a href="https://www.legislation.gov.uk/uksi/2024/208/contents/made">https://www.legislation.gov.uk/uksi/2024/208/contents/made</a>
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007	<a href="https://www.legislation.gov.uk/uksi/2007/1869/contents/made">https://www.legislation.gov.uk/uksi/2007/1869/contents/made</a>
The Education (Penalty Notices) (England) Regulations 2007, as amended	<a href="http://www.legislation.gov.uk/uksi/2007/1867/contents/made">http://www.legislation.gov.uk/uksi/2007/1867/contents/made</a>
The Education (Information about Individual Pupils) (England) Regulations 2013	<a href="https://www.legislation.gov.uk/uksi/2013/2094/made">https://www.legislation.gov.uk/uksi/2013/2094/made</a>
The Children and Young Persons Acts 1933 and 1963	<a href="https://www.legislation.gov.uk/ukpga/Geo5/23-24/12">https://www.legislation.gov.uk/ukpga/Geo5/23-24/12</a>
The Equality Act 2010	<a href="https://www.legislation.gov.uk/ukpga/2010/15/contents">https://www.legislation.gov.uk/ukpga/2010/15/contents</a>
Children Missing Education -	<a href="https://www.gov.uk/government/publications/children-missing-education">https://www.gov.uk/government/publications/children-missing-education</a>
Statutory guidance on Alternative Provision	<a href="https://www.gov.uk/government/publications/alternative-provision">ovision</a>

	<a href="https://www.gov.uk/government/publications/alternative-provision">https://www.gov.uk/government/publications/alternative-provision</a>
Keeping Children Safe in Education	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education">Keeping children safe in education - GOV.UK (www.gov.uk)</a>
Special educational needs and disability code of practice: 0 to 25 years	<a href="https://www.gov.uk/government/publications/send-code-of-practice-0-to-25">https://www.gov.uk/government/publications/send-code-of-practice-0-to-25</a>
Elective home education	<a href="https://www.gov.uk/government/publications/elective-home-education">https://www.gov.uk/government/publications/elective-home-education</a>
Exclusion from maintained schools, academies and pupil referral units in England	<a href="https://www.gov.uk/government/publications/school-exclusion">https://www.gov.uk/government/publications/school-exclusion</a>
Supporting pupils with medical conditions	<a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a>
Arranging education for pupils who cannot attend school because of health needs	<a href="https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school">https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school</a>
Promoting and supporting mental health and wellbeing in schools and colleges	<a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a>
Preventing and tackling bullying	<a href="https://www.gov.uk/government/publications/preventing-and-tackling-bullying">https://www.gov.uk/government/publications/preventing-and-tackling-bullying</a>
Providing remote education	<a href="https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools">https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools</a>

## 14. Related Internal Documentation

Document	Electronic Copy Location

## APPENDIX 1 - ATTENDANCE CODES

The following codes are taken from the DfE's guidance on school attendance with an explanation for applying the codes at Jigsaw.

Attendance Code	Department for Education Description and Category	Application
<b>Attending the school</b>		
Code / \	Present in school / = am \ = pm (Attending)	<ul style="list-style-type: none"> <li>• AM session for registration – 9:45 – 10:15</li> <li>• PM session for registration – 1:30 – 2:00</li> </ul>
Code L	Late arrival before the register is closed (Attending)	<ul style="list-style-type: none"> <li>• Pupils who arrive after 9:45am or 1.30pm, but before the end of the registration period will be marked late for that session</li> <li>• Pupils who arrive after the end of the registration period will be marked absent for that session. The appropriate code will need to be established.</li> <li>• At times, pupils may be subject to altered timetables to take account of medical needs. In these circumstances, the registration periods will be amended accordingly as agreed and will have the same tolerances applied to their arrival times as other pupils. Please see code C2.</li> </ul>
<b>Attending a place other than the school</b>		
Code K	Attending education provision <b>arranged by the local authority</b> (Attending an approved educational activity)	<ul style="list-style-type: none"> <li>• Record the nature of the provision, e.g., attending courses at college, attending unregistered alternative provision such as home tutoring</li> <li>• A pupil attending a provision arranged by the school rather than the local authority must be recorded using codes P or B instead</li> </ul>
Code V	Educational visit or trip (Attending an approved educational activity)	<ul style="list-style-type: none"> <li>• Residential trip</li> <li>• Member of school staff is present to supervise the pupil</li> <li>• Sessions attended during school day e.g. swimming – the session during which the trip took place</li> </ul>
Code P	Participating in a supervised sporting activity (Attending an approved educational activity)	<ul style="list-style-type: none"> <li>• As stated – if required, consult DfE guidance</li> </ul>

Code W	Work experience (Attending an approved educational activity)	<ul style="list-style-type: none"> <li>Pupils attending work experience sessions, e.g. Springboard (this applies to children in NCY 10 and 11 only)</li> <li>Must take place during the session for which it is recorded</li> </ul>
Code B	Attending any other approved educational activity (Attending an approved educational activity)	<ul style="list-style-type: none"> <li>Transition days, taster or open days at another school, college or education and training provider e.g. JigsawPlus with a member of Jigsaw School accompanying</li> <li>Attending unregistered alternative provision arranged by the school, e.g., pupil receiving tutoring in the home setting</li> <li>Outreach sessions provided by the school in the home setting</li> </ul>
Code D	Dual registered at another school (Not a possible attendance to avoid double counting)	<ul style="list-style-type: none"> <li>For sessions where pupil attends another setting; normal coding used for sessions attended at Jigsaw</li> </ul>
<b>Absence – leave of absence</b>		
Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (Authorised absence)	<ul style="list-style-type: none"> <li>Refer to DfE guidance if it arises</li> </ul>
Code M	Medical or dental appointment (Authorised absence)	<ul style="list-style-type: none"> <li>Parents to notify as far in advance as is practical</li> <li>If pupil arrives before the close of register, the pupil can be marked late and the reason stated as “medical appointment”</li> </ul>
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (Authorised absence)	<ul style="list-style-type: none"> <li>Pupil going for an assessment or interview at another educational establishment</li> </ul>
Code S	Study leave (Authorised absence)	<ul style="list-style-type: none"> <li>Not applicable in this setting</li> </ul>
Code X	Non-compulsory school age pupil not required to be in school (Not a possible attendance)	<ul style="list-style-type: none"> <li>During transition period for pupils in Year R when there is no session timetabled</li> </ul>
Code C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable (Authorised absence)	<ul style="list-style-type: none"> <li>Compulsory school age starts from the term after the pupil turns 5. Can be in Year R. For any Year R pupils, start date and date of birth need to be checked to ascertain when they are of compulsory school age.</li> <li>Over compulsory school age is last Friday of June after pupil turns 15.</li> <li>Example – pupil joining in Year 1 on part time transition timetable.</li> <li>Example – due to medical need.</li> </ul>

Code C	Leave of absence granted by the school ( <i>Authorised absence</i> )	<ul style="list-style-type: none"> <li>• Celebratory events or special family celebrations e.g. special family birthday celebrations</li> <li>• Compassionate circumstances, bereavement or serious illness in family</li> <li>• Travelling abroad for medical appointments</li> <li>• Passport applications/embassy meetings</li> <li>• Parents who transport themselves and are unable to transport to school</li> <li>• May be used where parents request additional days linked to a set day of religious observance</li> <li>• Open days, taster days at other schools and colleges when the pupil is accompanied by parents, i.e., not accompanied with school staff</li> <li>• Pupils not transitioning into transport where there are behaviour difficulties impacting the transitioning (see Code I for other reasons)</li> <li>• Where there is a concern about a pupil's attendance, requests may not be authorised.</li> </ul>
<b>Absence – other authorised reasons</b>		
Code T	Parent travelling for occupational purposes ( <i>Authorised absence</i> )	<ul style="list-style-type: none"> <li>• Can only be used if pupil does not have a permanent address.</li> <li>• Refer to DfE guidance if it arises.</li> </ul>
Code R	Religious observance ( <i>Authorised absence</i> )	<ul style="list-style-type: none"> <li>• For the day set apart for religious observance by the parent's religious body only</li> <li>• Further days could be granted at the school's discretion and coded as set out under Code C</li> <li>• If there are concerns for a pupil's attendance, the additional days may not be authorised.</li> </ul>
Code I	Illness (not medical or dental appointment) ( <i>Authorised absence</i> )	<ul style="list-style-type: none"> <li>• Absences related to both physical and mental health</li> <li>• Examples include the pupil being unable to attend due to difficulties with sleep or unable to transition (which could be due to their autism, anxiety, etc)</li> <li>• Pupils not transitioning into transport, where there is evidence of mental or physical health reasons for the difficulties with transitioning (see Code C for other reasons)</li> </ul>
Code E	Suspended or permanently excluded and no alternative provision made ( <i>Authorised absence</i> )	<ul style="list-style-type: none"> <li>• As stated</li> </ul>
<b>Absent – unable to attend school because of unavoidable cause</b>		
Code Q	Unable to attend the school because of a lack of access arrangements ( <i>Not a possible attendance</i> )	<ul style="list-style-type: none"> <li>• Example – local authority has not arranged transport by agreed start date. Pupil should be attending from agreed start date.</li> </ul>



Code Y1	Unable to attend due to transport normally provided not being available <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Transport provided by the school or local authority is not available</li> </ul>
Code Y2	Unable to attend due to widespread disruption to travel <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Caused by local, national or international emergency</li> <li>Severe weather, e.g., icy road, flooding, snow</li> </ul>
Code Y3	Unable to attend due to part of the school premises being closed <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Example – lack of power, water, flooding in the building, etc</li> <li>Partial closure</li> <li>Illness outbreak in a building necessitating deep cleaning of the building</li> <li>Significant staff absences in one building</li> </ul>
Code Y4	Unable to attend due to the whole school site being unexpectedly closed <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>School site is closed due to an unavoidable cause, e.g. power outage, snow day, lack of water supply</li> </ul>
Code Y5	Unable to attend as pupil is in criminal justice detention <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Refer to DfE guidance if it arises</li> </ul>
Code Y6	Unable to attend in accordance with public health guidance or law <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Attendance would be contrary to guidance issued by the government</li> </ul>
Code Y7	Unable to attend because of any other unavoidable cause <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> <li>Emergency that has prevented the pupil from attending the setting. Emergency must relate to the pupil themselves.</li> </ul>

<b>Absence – unauthorised absence</b>		
Code G	Holiday not granted by the school <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> <li>Will be used when school is not notified in advance for pupils or an application has been made in advance but not authorised.</li> </ul>
Code N	Reason for absence not yet established <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> <li>Will be applied when a pupil does not arrive at school with no prior notification and we have not had confirmation from the parent as to the reason for the absence. If, after 5 working days, parents have failed to provide a reason, this will be changed to an “O” – see below.</li> </ul>
Code O	Absent in other or unknown circumstances <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> <li>See above</li> <li>Further example - parent notified on the day that they were taking child out for the day, as they were unaware that school was open.</li> </ul>
Code U	Arrived in school after registration closed <i>(Unauthorised absence from school)</i>	<ul style="list-style-type: none"> <li>AM session for registration - 9:45 – 10:15</li> <li>PM session for registration - 1:30 – 2:00</li> <li>Pupils who arrive after the end of the registration session due to difficulties with transport or traffic will be marked late as this is out of the control of the pupils or parents</li> <li>At times, pupils may be subject to altered timetables to take account of medical needs. In these circumstances, the registration periods will be amended accordingly as agreed and will have the same tolerances applied to their arrival times as other pupils.</li> </ul>
<b>Administrative codes</b>		
Code Z	Prospective pupil not on admission register <i>(Not collected for statistical purposes)</i>	<ul style="list-style-type: none"> <li>As stated</li> </ul>
Code #	Planned whole or partial school closure <i>(Not collected for statistical purposes)</i>	<ul style="list-style-type: none"> <li>Inset days</li> <li>Bank holidays</li> <li>School holidays</li> </ul>

What does average attendance represent? *(based on school being open for 190 days during the academic year)*

Average attendance	Number of days missed during one academic year	Number of days missed during primary school phase (Year R – Year 6)	Number of days missed during secondary school phase (Year 7 – Year 11)	Number of days missed during Sixth Form phase (Year 12 – Year 14)
95%	9.5 days	66.5 days (more than 13 weeks)	47.5 days (more than 9 weeks)	28.5 days (more than 5 weeks)
90%	19 days	133 (more than 26 weeks)	95 days (19 weeks)	57 (more than 11 weeks)
85%	28.5 days	199.5 days (more than 39 weeks)	142.5 days (more than 28 weeks)	85.5 days (more than 17 weeks)

Further information

## Department for Education Guidance

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## School Attendance Policy

[Policies - Jigsaw School](#)

## Compulsory School Age

[School admissions: School starting age - GOV.UK \(www.gov.uk\)](#)

### Compulsory school age

Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year).

Children must stay in full-time education until they reach [school leaving age](#).

### England

You can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays.

You must then do one of the following until you're 18:

- stay in full-time education, for example at a college
- start an [apprenticeship](#) or [traineeship](#)
- spend 20 hours or more a week working or volunteering, while in part-time education or training

## APPENDIX 2 - Pupil Absence Request Form

### ABSENCE REQUEST

A completed form is required for all **planned absences**, including medical appointments and any other absences not due to illness. Please refer to the [Attendance Policy](#) for details about the circumstances under which we may authorise absences.

For 'on the day absences' due to illness, please ensure that you notify the school by 8.00am via email to [attendance@jigsawschool.co.uk](mailto:attendance@jigsawschool.co.uk) or by telephone on 01483 273874.

TO BE COMPLETED BY PARENT/CARER		
Name of pupil		
Class		
I am applying for leave of absence for my child	Date	Time if applicable
From - <i>please include time if not a full day</i>		
Returning to school on - <i>please include time if not a full day</i> NB. if there are any changes to the date or time of return the School must be notified by the parent/carer as soon as possible		
Reason for absence		
Please state the exceptional circumstances for which leave is requested		
Name (parent/carer)		
Signed (parent/carer)		
Date		

TO BE COMPLETED BY HEADTEACHER/DEPUTY HEADTEACHER	
Having considered the request above in line with our policy, our decision is that this absence has been:	
<input type="checkbox"/>	Fully approved - this absence is authorised
<input type="checkbox"/>	Partly approved - _____ school days are authorised any remaining days unauthorised
<input type="checkbox"/>	Not approved - this absence will be recorded as unauthorised
Name	
Date	

FOR OFFICE USE ONLY - details added to School Calendar	
Name	
Date	