

ATTENDANCE POLICY

Policy Owner: Mariann Szabo

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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
- 2.4 Reach More Parents is the school's digital parent communication and engagement platform

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 2024

- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024
- Working Together to Improve School Attendance 2024 – Statutory Guidance

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:
 - recording attendance accurately in the register, and sharing the requisite information with the DfE and local authority as required
 - working effectively with local partners to remove barriers to attendance, and keeping them informed of attendance concerns 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 and highlight any absent pupils with unexplained absence where initial contact with parent/s was not successful
- Monitoring and responding to absence reporting and term-time leave of absence requests
- Collating and sharing attendance data with Local Authorities as requested
- Providing individual pupil attendance information to parents each term and as part of the Annual Review Report
- Keeping the school calendar and attendance spreadsheet up-to-date
- Following up on any unexplained absences by contacting parents of absent pupils on the first day of absence and until contact is made; once reason is established

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
- Reporting their child's unplanned absences (e.g., illness) via Reach More Parents absence reporting or alternatively by telephone, on the first day of their child's absence by 8.30am and advise when they are expected to return
- Requesting leave of absence for planned absences (e.g., attending a special family celebration event) by completing a Leave of Absence Form on Reach More Parents at the earliest opportunity
- Providing regular updates to school in the case of prolonged absence by messaging the 'Attendance' mailbox on Reach More Parents
- 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 a 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 via Reach More Parents absence reporting 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 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 in advance via Reach More Parents absence reporting. For all other planned absences, parents should complete a Leave of Absence Request Form on Reach More Parents.
- 7.13 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 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.

- Ensure the Safeguarding and School Management Teams are alerted of unexplained absences and where school is unable to reach parents/carers.
- Continue with calling parents/carers/emergency contacts on each day that the absence continues.
- Contact relevant agencies (social worker and police) as necessary.
- Carry out a home visit no later than the end of the second school day of absence if contact was not made with parents/carers
- Identify whether the absence is authorised or not and update the register with the correct attendance code as soon as the reason for absence is ascertained – this will be no later than 5 working days after the relevant session.
- Notify the Local Authority (case officer) when the pupil has been absent without explanation for 10 consecutive school days.

Reporting to Parents

- 7.19 The school will regularly inform parents of their child's attendance and absence as part of the Annual Review and termly reports. Parents can also view their child's attendance history for the academic year on Reach More Parents.

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 a Leave of Absence Request Form on Reach More Parents. The Director of Education may require evidence to support the request for leave of absence.
- 8.4 Parents will receive 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.

9.2 School newsletters regularly highlight school attendance figures, the importance and benefits of regular attendance and inform parents of key changes to school policy and procedures and statutory guidance and legislation.

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:

- Contact parents/carers when their child/ren have been absent for three consecutive days due to illness or when attendance drops below 90%
- 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 January 2025.

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.
3.2	September 2024	Updated attendance codes in Appendix 1
3.3	January 2025	Policy updated in light of the introduction of Reach More Parents communication platform. Updates included changes to absence reporting and school's response to reduce the risk of persistent and severe absences. Updated 7.18 by adding home visits and specified time frame for notifying local authority.

13. Related Legislation & Guidance

Document	Location
Working together to improve school attendance, 2024	Working together to improve school attendance - GOV.UK (www.gov.uk)
The Education Acts 1996 and 2002	Education Act 1996 (legislation.gov.uk)
Children Act 1989	https://www.legislation.gov.uk/ukpga/1989/41/contents
The Crime and Disorder Act 1998	https://www.legislation.gov.uk/ukpga/1998/37/contents
The Anti-Social Behaviour act 2003	https://www.legislation.gov.uk/ukpga/2003/38/contents
The Education and Inspections Act 2006	http://www.legislation.gov.uk/ukpga/2006/40/contents
The Sentencing Act 2020	https://www.legislation.gov.uk/ukpga/2020/17/contents/enacted
The School Attendance (Pupil Registration) (England) Regulations 2024	https://www.legislation.gov.uk/uksi/2024/208/contents/made
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007	https://www.legislation.gov.uk/uksi/2007/1869/contents/made
The Education (Penalty Notices) (England) (Amendment) Regulations 2024	The Education (Penalty Notices) (England) (Amendment) Regulations 2024
The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024	The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024
The Children and Young Persons Acts 1933 and 1963	https://www.legislation.gov.uk/ukpga/Geo5/23-24/12

The Equality Act 2010	https://www.legislation.gov.uk/ukpga/2010/15/contents
Children Missing Education -	https://www.gov.uk/government/publications/children-missing-education
Statutory guidance on Alternative Provision	https://www.gov.uk/government/publications/alternative-provision
Keeping Children Safe in Education	Keeping children safe in education - GOV.UK (www.gov.uk)
Special educational needs and disability code of practice: 0 to 25 years	https://www.gov.uk/government/publications/send-code-of-practice-0-to-25
Elective home education	https://www.gov.uk/government/publications/elective-home-education
Exclusion from maintained schools, academies and pupil referral units in England	https://www.gov.uk/government/publications/school-exclusion
Supporting pupils with medical conditions	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
Arranging education for pupils who cannot attend school because of health needs	https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school
Promoting and supporting mental health and wellbeing in schools and colleges	https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges
Preventing and tackling bullying	https://www.gov.uk/government/publications/preventing-and-tackling-bullying
Providing remote education	https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools

14. Related Internal Documentation

Document	Electronic Copy Location

APPENDIX 1 - ATTENDANCE CODES

Attendance Code	Department for Education Description and Category	Application
Attending the school		
Code / \	Present in school / = am \ = pm <i>(Attending)</i>	<ul style="list-style-type: none"> • AM session for registration – 9:45 – 10:15 • PM session for registration – 1:30 – 2:00
Code L	Late arrival before the register is closed <i>(Attending)</i>	<ul style="list-style-type: none"> • Pupils who arrive after 9:45am or 1.30pm, but before the end of the registration period will be marked late for that session • 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. • 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.
Attending a place other than the school		
Code K	Attending education provision arranged by the local authority <i>(Attending an approved educational activity)</i>	<ul style="list-style-type: none"> • Record the nature of the provision, e.g., attending courses at college, attending unregistered alternative provision such as home tutoring • A pupil attending a provision arranged by the school rather than the local authority must be recorded using codes P or B instead
Code V	Educational visit or trip <i>(Attending an approved educational activity)</i>	<ul style="list-style-type: none"> • Residential trip • Member of school staff is present to supervise the pupil • Sessions attended during school day e.g. swimming – the session during which the trip took place
Code P	Participating in a supervised sporting activity <i>(Attending an approved educational activity)</i>	<ul style="list-style-type: none"> • As stated – if required, consult DfE guidance

Code W	Work experience <i>(Attending an approved educational activity)</i>	<ul style="list-style-type: none"> Pupils attending work experience sessions, e.g. Springboard (this applies to children in NCY 10 and 11 only) Must take place during the session for which it is recorded
Code B	Attending any other approved educational activity <i>(Attending an approved educational activity)</i>	<ul style="list-style-type: none"> 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 Attending unregistered alternative provision arranged by the school, e.g., pupil receiving tutoring in the home setting Outreach sessions provided by the school in the home setting
Code D	Dual registered at another school <i>(Not a possible attendance to avoid double counting)</i>	<ul style="list-style-type: none"> For sessions where pupil attends another setting; normal coding used for sessions attended at Jigsaw
Absence – leave of absence		
Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad <i>(Authorised absence)</i>	<ul style="list-style-type: none"> Refer to DfE guidance if it arises
Code M	Medical or dental appointment <i>(Authorised absence)</i>	<ul style="list-style-type: none"> Parents to notify as far in advance as is practical If pupil arrives before the close of register, the pupil can be marked late and the reason stated as “medical appointment”
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution <i>(Authorised absence)</i>	<ul style="list-style-type: none"> Pupil going for an assessment or interview at another educational establishment
Code S	Study leave <i>(Authorised absence)</i>	<ul style="list-style-type: none"> Not applicable in this setting
Code X	Non-compulsory school age pupil not required to be in school <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> During transition period for pupils in Year R when there is no session timetabled

Code C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable <i>(Authorised absence)</i>	<ul style="list-style-type: none"> • 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. • Over compulsory school age is last Friday of June after pupil turns 15. • Example – pupil joining in Year 1 on part time transition timetable. • Example – due to medical need.
Code C	Leave of absence granted by the school <i>(Authorised absence)</i>	<ul style="list-style-type: none"> • Celebratory events or special family celebrations e.g. special family birthday celebrations • Compassionate circumstances, bereavement or serious illness in family • Travelling abroad for medical appointments • Passport applications/embassy meetings • Parents who transport themselves and are unable to transport to school • May be used where parents request additional days linked to a set day of religious observance • Open days, taster days at other schools and colleges when the pupil is accompanied by parents, i.e., not accompanied with school staff • Pupils not transitioning into transport where there are behaviour difficulties impacting the transitioning (see Code I for other reasons) • Where there is a concern about a pupil's attendance, requests may not be authorised. • Pupils who arrive after the end of the registration session due to difficulties with transport or traffic will be marked with code C as this is out of the control of the pupils or parents.
Absence – other authorised reasons		
Code T	Parent travelling for occupational purposes <i>(Authorised absence)</i>	<ul style="list-style-type: none"> • Can only be used if pupil does not have a permanent address. • Refer to DfE guidance if it arises.

Code R	Religious observance <i>(Authorised absence)</i>	<ul style="list-style-type: none"> For the day set apart for religious observance by the parent's religious body only Further days could be granted at the school's discretion and coded as set out under Code C If there are concerns for a pupil's attendance, the additional days may not be authorised.
Code I	Illness (not medical or dental appointment) <i>(Authorised absence)</i>	<ul style="list-style-type: none"> Absences related to both physical and mental health 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) 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)
Code E	Suspended or permanently excluded and no alternative provision made <i>(Authorised absence)</i>	<ul style="list-style-type: none"> As stated
Absent – unable to attend school because of unavoidable cause		
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"> Example – local authority has not arranged transport by agreed start date. Pupil should be attending from agreed start date.
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"> Transport provided by the school or local authority is not available
Code Y2	Unable to attend due to widespread disruption to travel <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> Caused by local, national or international emergency Severe weather, e.g., icy road, flooding, snow
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"> Example – lack of power, water, flooding in the building, etc Partial closure Illness outbreak in a building necessitating deep cleaning of the building Significant staff absences in one building

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"> School site is closed due to an unavoidable cause, e.g. power outage, snow day, lack of water supply
Code Y5	Unable to attend as pupil is in criminal justice detention <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> Refer to DfE guidance if it arises
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"> Attendance would be contrary to guidance issued by the government
Code Y7	Unable to attend because of any other unavoidable cause <i>(Not a possible attendance)</i>	<ul style="list-style-type: none"> Emergency that has prevented the pupil from attending the setting. Emergency must relate to the pupil themselves.
Absence – unauthorised absence		
Code G	Holiday not granted by the school <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> Will be used when school is not notified in advance for pupils or an application has been made in advance but not authorised.
Code N	Reason for absence not yet established <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> 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.
Code O	Absent in other or unknown circumstances <i>(Unauthorised absence)</i>	<ul style="list-style-type: none"> See above Further example - parent notified on the day that they were taking child out for the day, as they were unaware that school was open.

Code U	Arrived in school after registration closed <i>(Unauthorised absence from school)</i>	<ul style="list-style-type: none"> • AM session for registration - 9:45 – 10:15 • PM session for registration - 1:30 – 2:00 • Pupils who arrive after the end of the registration session due to difficulties with transport or traffic will be marked with code C as this is out of the control of the pupils or parents • 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.
Administrative codes		
Code Z	Prospective pupil not on admission register <i>(Not collected for statistical purposes)</i>	<ul style="list-style-type: none"> • As stated
Code #	Planned whole or partial school closure <i>(Not collected for statistical purposes)</i>	<ul style="list-style-type: none"> • Inset days • Bank holidays • School holidays

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 \(www.gov.uk\)](http://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

