Forres Sandle Manor (Non-Academic) Policy

Policy Title	**Attendance Policy and Procedure**
Policy Lead (Appointment (& Initials))	**Deputy Head and DSL (LM)**
Date of Last Review	**September 2026**
Date of Next Review	**September 2027**

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Policy Statement and Aims

This is the attendance policy of Forres Sandle Manor School.

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

Scope and application

This policy applies to the whole School, including the Early Years Foundation Stage (EYFS).

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

Education (Independent School Standards) Regulations 2014;

- National minimum standards for boarding schools (Department for Education (DfE), May, 2026);
- EYFS statutory framework for group and school-based providers (Sep 2026)
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI)
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

This policy has regard to the following guidance and advice:

Working together to improve school attendance (DfE, applies from 2026);

Summary table of responsibilities for school attendance (DfE, applies from July 2026);

Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);

'Is my child too ill for school?' guidance (NHS, April 2024);

Keeping children safe in education (DfE, September 2026);

Children missing education (DfE, September 2025);

Supporting pupils with medical conditions at school (DfE, August 2017);

Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

Mental health and behaviour in schools (DfE, November 2018);

Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

Remote education guidance (DfE, updated Aug 2024); and

SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

The following School policies, procedures and resource materials are relevant to this policy:

- Children Missing in Education Policy
- Safeguarding and Welfare Policy
- Pupil Behaviour Management Policy
- SEND, EAL and More Able
- Health and Safety policy
- Supervision of Pupils (inc. after school care)
- Supervision of EYFS Pupils
- Trips, Policy and procedures
- Missing Child Policy
- Staff Induction, Training and Development Programme
- Risk Assessment Policy

Publication and availability

This policy is published on the School website and a hard copy is available on request.

Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to attendance include references to attendance for all or part of the timetabled school day.
- references to the Proprietor are references to the board of Governors.
- references to a Parent means:
- all parents, whether they are married or not;
- any person who has parental responsibility for a pupil; and
- any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- references to a **pupil** includes anyone who is receiving an education at the school;
- SAC means the School's attendance champion

Responsibility statement and allocation of task

The Chair of the Board has overall responsibility for all matters which are the subject of this policy.

The Chair of the Board recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Chair of the Board has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to	SAC	As required, and at least annually

the School's processes under the policy		
Formal annual review	Proprietor	Annually

The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;

the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

School responsibilities

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Staff responsibilities

The SAC

The Proprietor has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

to set a clear vision for improving attendance in school;

to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

to have oversight of and analyse attendance data; and

to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

have a formal routine for registers being taken accurately each morning and afternoon;

seek explanations of absences required from pupils on their return to School;

make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;

look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;

deal with lateness to lessons consistently and promptly;

consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and

discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the **School's arrangements can be found in Appendices 1-3.**

Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

devising specific strategies to address areas of poor attendance identified through data;

monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

providing data and reports to the Proprietor to support its work.

Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and
- sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor or those **staff identified in Appendix 1** in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Additional needs and vulnerable pupils

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Young carers - Absence is treated as a symptom of domestic pressure. Schools are instructed to coordinate with local services to ensure support (such as adult social care or young carer support groups) is put into the home to relieve domestic burdens, rather than placing the burden solely on the child.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils 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 advance from the School.

The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Expectations the School places on parents can be found in Appendix 1 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

Training

Staff: The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and

- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The School maintains written records of all staff training.

Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate the schools will attend regular targeting support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns;
- Attendance returns;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system (School Base) containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. Version control

Version Control

Date of adoption of this policy	September 2026
Policy owner (SLT)	Lauren Marks Deputy Head and DSL
Policy owner (Proprietor)	Toby Mullins Chair of the Board
	Signature;

Appendix 1

School Arrangements

Managing attendance

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in **Appendix 2 and Appendix 3** respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8:20am to close at 4:30pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

The role of parents / carers

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of day pupils should ensure their child attends School by 8.20am for morning registration;

Parents of boarding pupils should ensure their weekend collection plans, sleep out plans, half term and end of term requests are submitted via the booking system as outlined in the boarding handbook. All boarding correspondence regarding boarding attendance matters should go through George Scott, Assistant Headteacher and Head of Boarding.

Registration and attendance checks

Morning registration is at 8.20am. The registers will remain open for 30 minutes after the start of morning registration.

At 8.25am Prep and Senior pupils who have not registered in their form rooms will be late to registration and should report to the school office for their attendance to be logged.

All Pre-Prep pupils should go to the Pre-Prep reception and they will receive a late mark if they arrive after 8:40am.

Nursery pupils will have greater flexibility as it is non compulsory education and a phone call will be made home by 10am if they have not arrived as expected.

Afternoon registration will be;

Pre-Prep - 1:15-1:45pm Prep - During lesson 5 (lesson after lunch) register opens at 1:15pm and closes at 1:45pm. Pupils will be marked late if they arrive after 5 mins.

Seniors - During lesson 6 (lesson after lunch) register opens at 2:05pm and closes at 2:35pm. Pupils will be marked late if they arrive after 5 mins.

N.B – The only exception to this is on fixture afternoons, whereby the teacher leading the fixture will complete the register and send to the front office to log the PM registration marks. This timing will vary based on whether the fixture is home or away. Tuesday – Year 3, 4 Wednesday – Year 5,6,7 & 8, Thursday – Year 9, 10 and 11 .

Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration

The School uses E-Registration and Attendance Management Systems through School Base (MIS)

Those attending our co-curricular programme and after school activities will be registered via SOCS

All boarding pupils will be registered outside of the school day using a paper register at the following times;

- Breakfast
- After school activities (Via SOCS)
- Supper
- Bedtime

Reporting absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the following

If your child is due to be absent from school for any reason (including illness), **parents must email the following by 8:30am**:
Nursery – bkendall@fsmschool.com and ….
Reception, Y1, Y2 – Your child's class teacher and ….
Year 3 and above – Your child's tutor and office@fsmschool.com

Where a pupil is ill, the School should be notified of the nature of the illness.

Absence will be recorded on the Attendance Register.

Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the email addresses outlined above. All applications for authorised leave must come from the Headteacher, via his PA.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Apart from illness, no pupil should be away from School without prior permission from the Head.

Dental or medical appointments should be made during School holidays except in cases of emergency when the email addresses above should be used. We also find it good practice to copy in the form tutor for this correspondence.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. **See section 3 of Appendix 3 for more details.**

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

- In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- Each time the School's attendance register is completed it is treated as a contact point for these purposes.

- The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance
- Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2

Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2026 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2026. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3

Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age),including boarders, in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2026.

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- Attending educational provision arranged by a local authority;

- For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- Attending a place for an approved educational activity that is a sporting activity;
- Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- Attending a place for any other approved educational activity.

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Remote education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

The School will utilise a digital education platform (Google Classroom) that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

The School will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites,

The School has an established remote education plan in place which is reviewed at least annually in consultation with staff.

Home Education

- If a parent requests that their child be removed from the School roll because they intend to home educate, they will be asked to confirm the request in writing. The Headmaster will send a copy of the letter to the Hampshire Education Inclusion Service (EIS) and remove the child from roll, once appropriate checks have been made by EIS. Legal Measures In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child, of compulsory school age, at the school at which the child is registered, unless the absence has been authorised by the School. Where a child has unauthorised absence, the School will follow the Hampshire's Code of Conduct for securing good attendance.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

When a Pupil is Absent – Potential CME

- On the first day a child is absent, we will contact home with a phone call by 10am if possible. If contact is made and a reason for absence is established, a decision will then be made whether or not to authorise the absence. The situation will then be monitored closely, with further contact home as appropriate. If contact is not established, ongoing efforts will be made to make contact. On the third day of absence, if the child is not seen and contact has not been established with any of the named parents/carers, the School is required to start the Child at Risk of Missing in Education procedures, as set down by Hampshire County Council. We will write to parents at the last known address to tell them this is happening. We will also make all reasonable enquiries to establish contact with parents and the child, including making enquiries to known friends and wider family. We may even try visiting the family home. We have a legal duty to report the absence of any pupil who is absent, without an explanation, for ten consecutive days. If the child is not seen and contact has not been established with the named parent/carer, the Local Authority will be notified that the chid is 'at risk of missing'. Children's Services Staff will visit the last known

address and alert key services to locate the child. If a child has had an absence, and their attendance level is falling towards 90%, we will contact parents and, depending on the reasons for the absence, may issue a letter of concern; the Key Stage Coordinator or Form tutor may meet with the child and set a target for improvement. If a pupil on a Child Protection Plan, a Looked After Child, or any other particularly vulnerable child is absent, staff will inform the Designated Safeguarding Lead, who will make a decision about next steps.

Appendix 4: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
	Attending a place other than the school	
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement

B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays