



**The Henry Cort Community College**

## **Attendance Policy**

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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to college attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-college culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student 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 make sure students have the support in place to attend college

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern college 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

### 3. Roles and responsibilities

#### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all college leaders, staff, students and parents/carers.
- Making sure college leaders fulfil expectations and statutory duties, including:
  - Making sure the college records attendance accurately in the register, and shares the required information with the DfE and local authority.
  - Making sure the college works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate.
- Recognising and promoting the importance of college attendance across the college's policies and ethos.
- Making sure the college's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources.
- Making sure the college has high aspirations for all students, but adapts processes and support to students' individual needs.
- Regularly reviewing and challenging attendance data and helping college leaders focus improvement efforts on individual students or cohorts who need it most.
- Working with college leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole college and repeatedly evaluating the effectiveness of the college's processes and improvement efforts to make sure they are meeting students' needs.
- Where the college is struggling with attendance, working with college leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The college's legal requirements for keeping registers
  - The college's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the principal to account for the implementation of this policy.
- Ensuring that the link governor for attendance monitors student attendance.

### 3.2 The principal

The principal is responsible for:

- The implementation of this policy at the college.
- Monitoring college-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual students.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the Assistant Principal for attendance to be able to do so.
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance, including where college transport is regularly being missed, and where students with SEND face in-college barriers.
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs.
- Communicating the college's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels.

### 3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the college.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with students, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with students and their parents/carers.
- Delivering targeted intervention and support to students and families.

The designated senior leader responsible for attendance is Dr Judith Evans and can be contacted via [jev@henrycort.org](mailto:jev@henrycort.org)

### 3.4 The attendance officer

The college attendance officer is responsible for:

- Attending strategic fortnightly attendance/punctuality meetings with the senior attendance champion.
- Attending fortnightly pastoral strategy meetings.
- Attending fortnightly attendance/safeguarding meetings with DSLs or family support worker.
- Attending half termly attendance meetings with each Head of Year (HoY).
- Attending cluster attendance meetings.
- Monitoring and analysing attendance data (see section 7) and updating the attendance tracker with interventions.
- Following up with parents/carers on reasons for illness or where medical appointments are taken during the college day.
- Providing regular attendance reports to college staff and reporting concerns about attendance to the designated senior leader responsible for attendance.
- Sending out nudge messages and letter to parents.
- Sending out attendance letters each half term to <90% or <95% and positive letters where attendance improves.
- Advising the principal when to issue fixed-penalty notices.
- Maintaining a record of holiday forms and PN/LIT paperwork.

The attendance officer is Kelly Giles and can be contacted via [attendance@henrycort.org](mailto:attendance@henrycort.org)

### 3.5 Tutors and Class Teachers

Tutors and class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis and each lesson. They must use the correct codes (see Appendix 1) and submit this information via Edulink on the same day.

**Tutor registers in the morning:** If a student is NOT in tutor and they have NOT been seen, please mark as N. It is highly likely that this student is off school, but a reason has not yet been provided by parents/carers. Once the reason is given, the N mark will be overwritten. If the student is late to registration, please mark with an L and record the number of minutes.

**Periods 1-5:** If a student is absent from the lesson but it can be seen from previous lessons that they have been given a present mark, please give them an N mark but add a note about where the student might be. If the student appears in the lesson after you have completed the register, please ensure that their mark is updated with either a late mark or a present mark (depending on their reason).

If a student is absent and a mark has already been given e.g. I or M, do not overwrite this.

If a student that is present in your lesson has been given a different code, for example, a student might have an M code but be present, please email attendance.

### **3.6 College admin team**

If parents/carers are unable to notify the school via Edulink, the admin team will take calls from them about absence and advise the Attendance Officer.

### **3.7 Parents**

Where this policy refers to a parent, it refers to the adult the college and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a student.
- Those who have day-to-day responsibility for the student (i.e. lives with and looks after them).

Parents are expected to:

- Make sure the student attends every day/timetabled sessions on time.
- Inform the college about the student's absence before 08:30 on the day of the absence and each subsequent day of absence, unless they have advised when they are expected to return.
- Provide the college with more than 1 emergency contact number for the student.
- Ensure that, where possible, appointments for the student are made outside of the college day.
- Keep to any attendance contracts that they make with the college and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the tutor, the Head of Year or the family support officer.

### **3.8 Students**

Students are expected to:

- Attend every timetabled session, on time.
- Not leave the school site unless this is prearranged, they have signed out and then left through the main gate. If a student leaves the site without permission, we will contact parents/carers. If the student is uncontactable we will call the police and report the student missing.

## 4. Recording attendance

### 4.1 Attendance register

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

We will take our attendance register at the start of the first session of each college day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the College Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The college day starts at 08:20 and ends at 14:35.

Students must arrive in college by 08:20 on each college day.

The register for the first session will be taken at 08:25 and will be kept open until 08:45. The register for the second session will be taken at 12:05 and will be kept open until 12:15.



## 4.2 Unplanned absence

The student's parent must notify the college of the reason for the absence on the first day of an unplanned absence by 08:30 or as soon as practically possible, via Edulink. If they are unable to do this online, they may call the College Admin office.

We will mark absence due to physical or mental illness as authorised, unless the college has a genuine concern about the authenticity of the illness.

If the college 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. We will not ask for medical evidence unnecessarily.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the college in advance of the appointment.

If parents know in advance that a student will need to be absent from college for any reason then they need to download the [student planned absence request form](#), complete it and return paper copies to reception or email the form to [attendance@henrycort.org](mailto:attendance@henrycort.org)

However, we encourage parents to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the college can authorise.

## 4.4 Lateness and punctuality

A student who arrives late in the morning:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

Students that are late to school in the morning, automatically receive a break time detention (D1). The late list of students is shared with the Behaviour Team.

Students that are repeatedly late are flagged to the HoY for a parent/carers meeting.

Any students with an agreed plan for lateness (e.g. Young Carer/medical) are known to the reception staff.

## 4.5 Following up unexplained absence

Where any student we expect to attend college does not attend, or stops attending, without reason, the college will:

- Send a message to the parents/carers via SIMS or WhatsApp (using the attendance phone: 0784 2028899).
- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the college cannot reach any of the student's emergency contacts, a decision is made with the Designated Safeguarding Leads (DSLs) to try and arrange a home visit.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- Where relevant, report the unexplained absence to the student's youth offending team officer.
- Where appropriate, offer support to the student and/or their parents to improve attendance.
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with we will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

## 4.6 Reporting to parents

The college will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. A student's attendance is reported as part of the student report once per term. In addition, attendance is reported each half term via a separate update report.

# 5. Authorised and unauthorised absence

## 5.1 Approval for term-time absence

The assistant principal will allow students to be absent from the college site for certain educational activities, or to attend other colleges or settings.

The assistant principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 college attendance regulations](#).

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the assistant principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' to include: service parent on leave, visa signing, sporting event, graduation of a parent, wedding or funeral of an immediate family member.

Leave of absence will not be granted for a student to take part in protest activity during college hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The college considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via the Henry Cort website > College life> Absence. The Principal may require evidence to support any request for leave of absence. Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the college will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the college, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from college (and no alternative provision has been made)

Other reasons the college may allow a student to be absent from the college site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the college
- Attending another college at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend college, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the college premises are closed

## **5.2 Sanctions**

Our college will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty Notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from college, where the child is of compulsory college age, by issuing a penalty notice.

If the college issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the college will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 college weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the college has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during college hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the college has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the college may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends college.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for promoting, rewarding, incentivising and improving attendance**

### **Promoting:**

Attendance is given a high profile in college and its links to learning and achievement are reinforced through:

- Weekly tutoring focus and rankings
- Assemblies
- Displays in tutor rooms
- Daily absence messages sent for all absentees, followed by home visits if necessary
- An attendance team
- Attendance academies

### **Rewarding:**

Rewards may include:

- Certificates for improved attendance
- Termly attendance rewards for 98-100% attendance
- 100% attendance and punctuality = certificate awarded
- Rewards for tutor group with the highest attendance
- Rewards for attendance streaks at 15 -25 days

### **Incentivising and improving:**

Strategies may include:

- Verbal praise, encouragement and acknowledgement
- Parent and student awareness as to the importance of good attendance; regular information given at assemblies, tutor time and Parent/Carers' evenings
- Key member staff responsible for providing attendance data and monitoring consistency of records across the whole school
- Nominated member of staff ensures rewards and certificates are available
- Concerns regarding attendance go through fortnightly referral meetings
- Prompt follow up on absence; first day contact made with home and followed up by home visits or calls where necessary
- Head of Year, SENCo or senior leaders to have identified strategies for helping students return from absence and in addition tutors offer supportive advice
- Use of Educational Psychologist or SENCo in setting up suitable reintegration programmes for poor attendees

- Individual attendance action plans or (IAPs) are created for poor attendance in conjunction with parent and student and raised at Pastoral Strategy meetings.

## **7. Supporting students who are absent or returning to college**

### **7.1 Students absent due to complex barriers to attendance**

At Henry Cort we try to support all students to attend college and remove any in-college barriers. Students are discussed at our Pastoral Strategy meeting to ensure that the correct provision is in place for that student. This may include the use of our Gateway provision.

### **7.2 Students absent due to mental or physical ill health or SEND**

Where a student has an education health and care (EHC) plan and their attendance falls, or the college becomes aware of barriers to attendance that related to the student's needs, the college will inform the local authority.

### **7.3 Students returning to college after a lengthy or unavoidable period of absence**

At Henry Cort, we have a Gateway provision which we use to help student reintegrate with their learning after a lengthy absence.

For students returning from an operation, physical or mental health issue, a risk assessment is carried out with the Health and Safety team and the HoY.

## **8. Attendance monitoring**

### **8.1 Monitoring attendance**

The college will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the college and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The college has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's college absence national statistics releases. The underlying college-level absence data is published alongside the national statistics.

The college will benchmark its attendance data at whole college, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## 8.2 Analysing attendance

The college will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## 8.3 Using data to improve attendance

The college will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to tutors to facilitate discussions with students and families, and to the governing board and college leaders (including SENCo, designated safeguarding leads and the Pupil Premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other colleges in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

## 8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of college, and severe absence is where a student misses 50% or more of college.

Reducing persistent and severe absence is central to the college's strategy for improving attendance.

The college will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education



- Hold regular meetings with the parents of students who the college (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at college
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the college will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above)
- Hold a meeting with the Attendance officer and the Head of year each half term.

## **9. Request from parents for Elective Home Education (EHE)**

Henry Cort Community College is clear with parents that EHE is not a solution to attendance issues.

If the college receives notification of EHE, the HoY will offer a meeting with the parent or authorise a home visit.

A letter or email should be written to the school by the parents, stating that they wish to home educate.

The school will forward a copy of the letter with the parent and the child details to [eheshampshire@hants.gov.uk](mailto:eheshampshire@hants.gov.uk)

The Local Authority may then contact the parent.

If the college is concerned regarding a request for an EHE from a parent, they will contact the Local Authority.

Henry Cort Community College will also direct parents to the linked website:

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice/electivehomeeducation>

## **10. Suspected changes of address**

When it is suspected that family has moved away from the area without notifying the school, reasonable enquiry to locate the child will be undertaken.

After a period of four weeks the child will be removed from the school roll and their name will

be placed on the school to school (S2S) site for missing children.

## **11. Monitoring arrangements**

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

## **12. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on college attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the college</b>		
K	Attending education provision arranged by the local authority	Student is attending a place other than a college at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the college
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the college
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during college hours, approved by the college
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment

<b>S</b>	Study leave	Student has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in college	Student of non-compulsory college age is not required to attend
<b>C2</b>	Part-time timetable	Student is not in college due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Student is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Student has been suspended or excluded from college and no alternative provision has been made
<b>Absent – unable to attend college because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Student is unable to attend college because the local authority has failed to make access arrangements to enable attendance at college
<b>Y1</b>	Transport not available	Student is unable to attend because college is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

<b>Y3</b>	Part of college premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole college site unexpectedly closed	Every student absent as the college is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Student's travel to or attendance at the college would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the college	Student is absent for the purpose of a holiday, not approved by the college
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the college isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in college after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective student not on admission register	Student has not joined college yet but has been registered
<b>#</b>	Planned whole-college closure	Whole-college closures that are known and planned in advance, including college holidays

## Appendix 2: Hampshire documents to help

CME + PMOOE

[Microsoft Word - Guidance for children at risk of missing in education - revised April 2016 \(HF000011496716\).doc \(hants.gov.uk\)](#)

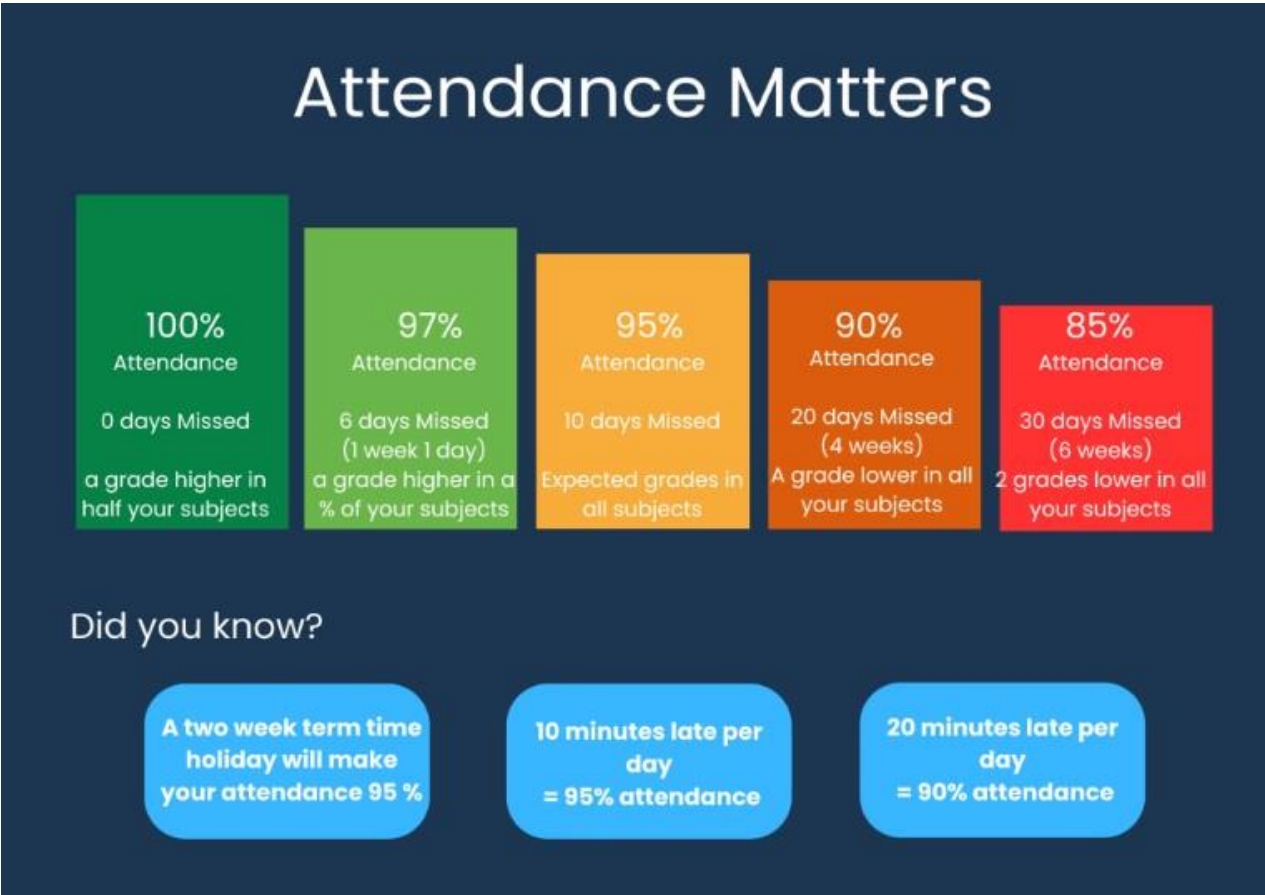
[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

### Appendix 3: Website documents

Absence request form:

[9D680503586DD1C7B9D38E0E7DEC82EE.pdf \(henry-cort.hants.sch.uk\)](#)



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