



Policy No: 10b(1)

OUR LADY'S ABINGDON (OLA) ATTENDANCE POLICY

This policy, which applies to the whole school, is publicly available on the School website <https://www.ola.org.uk/> and on request a copy may be obtained from the School Office.

Information Sharing Category	Public Domain
Date Published	1 st September 2021
Authorised by (if required)	The Governing Board
Review/Update Date	September 2022
Responsible Area	Head and Leadership Team

We comply with the Government guidance and regulations, currently in force, regarding COVID.

Legal Status:

Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Applies to:

- the whole school inclusive of activities outside of the normal school hours;
- all staff (teaching and support staff), the Head, the Chair of Governors and volunteers working in the school.

Other relevant documents:

- Equality and Diversity Policy; Special Educational Needs and Disability Act (SENDA)
- Admissions Policy; Inclusion Policy
- [Addendum to the non-statutory school attendance: guidance for schools.](#) (16 Dec 2021)
- [School attendance guidance](#)

Availability, Monitoring and Review:

This policy is made available to parents/guardians, carers, staff and pupils from the school office.

This policy will be subject to continuous monitoring, refinement and audit by the Head and Chair of Governors. The Chairman of Governing Board undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date of this document, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Daniel Gibbons
Head

Freddy El Turk
Chair of Governors

Last reviewed: September 2021
Next review: September 2022

1. Introduction

All pupils need to attend OLA regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in their curricular and co-curricular work. It is the role of OLA to promote good attendance and reduce absence, including persistent absence and to ensure every pupil has access to the full-time education to which they are entitled. We will act early to address patterns of absence.

- We expect all pupils on roll to attend every day, when OLA is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make OLA a happy and rewarding experience for all children.
- Governing Board are responsible for making sure OLA keeps Admission and Attendance registers in accordance with the regulatory requirements. For all pupils of compulsory school age, our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day.
- This register will also indicate whether an absence was authorised or unauthorised.
- OLA follows the latest DfE guidance: [School attendance guidance](#)
- The Governing Board also ensure that a compliant admissions register is also kept.
- The school calendar and dates when the school is open can be accessed from the home page of our website, <https://www.ola.org.uk/> and on the OLA Parent Portal. Alternatively, our term dates and Calendar of Events can be obtained from the school office. School emergency closures for such things as extreme weather will also be published on the home page of our website, as a Parent Portal bulletin and through SMS messaging through iSAMs.

2. Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell, the parent/carer/guardian writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from our school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3. Roles and responsibilities

The Role of the Local Authority Is to: put in place arrangements for identifying, and to follow up with, children missing education

The Role of OLA

The law requires all schools including independent schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers. OLA is required to maintain these two registers:

- An admission Register (known as the School Roll)
- An attendance Register.
- It is OLA's responsibility to record attendance, follow up absence and issue sanctions, where appropriate

The Role of the Parents/Guardians/Carers

Parents/guardians/carers have the legal responsibility for ensuring that children of compulsory school age (5 to 18) receive a suitable education, either by regular attendance at school or otherwise.

- It is a parent/guardian's responsibility to inform the school of the reason for a pupil's absence on the first day of absence.
- A parent/guardian should phone school before 8:50am giving the pupil's name and reason for absence.
- Pupils are expected to be in school at 8.25am for registration / assembly. It is the responsibility of parents / guardians to ensure that their child is punctual.
- Lateness is recorded at registration and recorded on a pupil's attendance record.
- If your child appears reluctant to attend school please discuss the matter promptly with your child's Form Tutor to ensure that both you and your child receive maximum support.

Role of Pupils

- Each pupil at OLA has a duty to ensure that he/she attends school and lessons punctually and regularly.
- It is your responsibility to get caught up on work missed as quickly as possible.

4. Setting school term dates and holidays:

OLA is required to set the term dates of the school year. Every OLA day must have two sessions divided by a break in the middle of the day. The length of each session, break and the school day is determined by the Governing board. OLA must meet for at least 380 sessions or 190 days during any school year to educate their pupils. If OLA is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this then it is not required to make up the lost sessions.

5. The Admission Register

This gives particular information about pupils who are currently registered as attending OLA. For the purposes of day to day management of the school, the admission register will be contained within OLA's database, although selected information will be printed and placed in key locations (such as staff room, school office and the Head's study, to facilitate ease of access of information). The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the Governor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any

Expected First Day of Attendance: OLA must enter pupils on the admission register and attendance register from the beginning of the first day on which OLA has agreed, or been notified, that the pupil will attend OLA (for most, this will be the first day of the school year). If a pupil fails to attend on the agreed or notified date, OLA must establish the reason for the absence and mark the attendance register accordingly. OLA is expected to notify Oxfordshire County Council within five days of adding a pupil's name to the admission register and must provide all the information held within the admission register about the pupil. *This duty does not apply to pupils who are added to the admission register at the start of Year 7.*

Pupils Moving to a New Address and/or School: Where the parent of a pupil notifies OLA that the pupil will live at another address, OLA must record in the admission register: *(a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.* Where a parent notifies OLA that the pupil is registered at another school or will be attending a different school, OLA must record in the admission register: *(a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.*

Deletions from the Admission Register: A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

Amendments to the Admission Register and Attendance Register: Every amendment made to the admission register and the attendance register must include: *the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.*

Preservation of the Admission Register and Attendance Register: Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education: OLA must have regard to the statutory guidance ‘Keeping Children Safe in Education’ when making arrangements to safeguard and promote the welfare of children. OLA has in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. OLA holds emergency contact numbers which are updated annually through a data check sheet. This provides OLA with various contact options when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where OLA staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated. OLA uses an ALERT function on the electronic registration forms, so that pupils missing from lessons can be located swiftly.

OLA must notify the local authority when a pupil’s name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil’s name is removed from the register. *This duty does not apply where the pupil’s name is removed after they have completed the school’s final year.* Where notification of the local authority is necessary, OLA must provide the local authority with the following information: *the full name of the pupil; the full name and address of any parent with whom the pupil lives; at least one telephone number of any parent with whom the pupil lives; 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; the name of pupil’s other or future school and the pupil’s start date or expected start date there, if applicable; and the ground prescribed in regulation 8 under which the pupil’s name is to be deleted from the admission register.*

Home Educated Children: On receipt of written notification to home educate, OLA must inform the pupil’s local authority that the pupil is to be deleted from the admission register. OLA should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. OLA should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain OLA’s or their local authority’s agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

6. Attendance Register

OLA is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session.

Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the Head and supervised by a person approved by the Head, including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the Head or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

If a pupil is absent, the register must say whether or not the absence has been authorised by OLA. Parents/guardians/carers cannot authorise absence – it is the school that decides how to classify absences. Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered

afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised. Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the Head, giving OLA plenty of time to consider the request.

OLA will follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to OLA's electronic register, or management information system which is used to download data to the School Census.

If a pupil is absent without explanation when the morning or afternoon register is called, OLA office staff will normally contact the parents/guardians/carers the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence.

Family Holidays during Term Time: Under education law, parents/guardians/carers may request absence for their children from OLA for family holiday. It is for OLA to determine whether or not they agree to a family holiday during term time. OLA recommends that:

- Family holidays should not take place during term time due to the impact they have on pupils' learning.
- Family holidays should be taken when the school is not in session, unless there are exceptional circumstances
- In exceptional circumstances, if a holiday is deemed necessary, permission should be sought in writing from the Head.
- Family holidays taken during term time will be categorised as an unauthorised absence.

7. Attendance during COVID-19 pandemic

[Actions for schools during Coronavirus outbreak \(14 Dec 2021\)](#)

The Government has created a new absence category (Code X) '*Not attending in circumstances relating to COVID-19*'. This category must only be used to record sessions that take place where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19. This absence code will apply to the following circumstances:

- **Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test**, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.
 - If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.
 - If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.
- **The pupil is a close contact of a confirmed positive COVID-19 case** - From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months (pupils) identified as a contact

of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months (pupils), regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Although close contacts are strongly advised to get a test, they should continue to attend OLA unless they are symptomatic. OLA will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. OLA can request supporting evidence from the family. Where OLA is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. Pupils with SEND identified as close contacts will be supported by OLA and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

- **Pupils who are required by legislation to self-isolate as part of a period of quarantine.** As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.
- **Pupils who are self-isolating but who have not had a PCR test.** In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register. OLA will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. OLA can request supporting evidence from the family. Where OLA is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

8. Failure to Attend School and actions if a child is absent

If a child fails to regularly attend OLA then the parent/carer/guardian is guilty of an offence (Educational Act 1966). Independent schools have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

If a child is absent

- When a child is absent unexpectedly, the form tutor will record the absence in the register, which informs the school office. During lesson registration, if a pupil is expected to be in the lesson and does not arrive within 10 minutes of the start of the lesson, the teacher will use the ALERT feature in the registration process which sends an automatic absence alert to Heads of Section, the Assistant Head and the Deputy Head.
- When the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence. Notes are kept in the school office.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by using the ALERT button on the registration form. This will prompt relevant staff to begin a search for the missing pupil. If not found on site, OLA will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

- We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are exceptional circumstances under which a parent may legitimately request leave of absence for a child to attend a specific event.
- All requests for leaves of absence must be made to the Head well in advance of the date of absence, where possible.

Long-term Absence

- When children have an illness that means they will be away from our school for over five days, the school will do all it can to send material home via the TEAMS platform so that they can keep up with their school work.

Repeated Unauthorised Absences

- The school will contact the parent of any child who has an unauthorised absence.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.

Monitoring and Review

- It is the responsibility of the Head, as devolved to relevant staff e.g. Assistant Head (Pastoral) and Deputy Head, to monitor overall attendance and seek to ensure that the attendance figures are as they should be.
- The school keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences with the pupil in the appropriate way.
- Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.
- If there is concern about a child's absence, following a review by the Assistant Head (Pastoral), this will immediately be followed up by the Head.

9. Other absence reasons

Placing a pupil on a part-time timetable: All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable, OLA has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Year 11/Upper Sixth Study Leave: Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave should only ever be granted to pupils in year 11. If study leave is provided, provision should still be made available for those pupils who want to continue to come into OLA to revise. All pupils are different and have different requirements and preferences when preparing for examinations. OLA recognises that some pupils do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time, but that study leave is a chance for pupils to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used. Y11 pupils granted study leave are marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 pupils who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

Appendix 1: Grounds for notification to Local Authority for Additions/Deletions from the Attendance Register (Annex A: taken from Children Missing Education 2016)

- a. Where the student is registered at the School in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the student to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
- b. Except where it has been agreed by the proprietor that the student should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that they have been registered as a student at another school.
- c. Where a student is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the School and the proprietor of any other school at which they are registered has given consent to the deletion.
- d. In a case not falling within sub-paragraph (a) of this paragraph, that they have ceased to attend the School and the proprietor has received written notification from the parent that the student is receiving education otherwise than at school.
- e. Except in the case of a boarder that they have ceased to attend the School and no longer ordinarily reside at a place, which is a reasonable distance from the School at which the student is registered.
- f. In the case of a student granted leave of absence in accordance with regulation 7(1A), that — (i) the student has failed to attend the School within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the School by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
- g. That the student is certified by the School medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated to the School the intention to continue to attend the School after ceasing to be of compulsory school age.
- h. That the student has been continuously absent from the School for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the School by reason of sickness or any unavoidable cause; and (iii) the proprietor of the School and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is
- i. That the student is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the School at the end of that period.
- j. That the student has died.
- k. That the student will cease to be of compulsory school age before the School next meets and— (i) the relevant person has indicated that the student will cease to attend the School; or (ii) the student does not meet the academic entry requirements for admission to the School's sixth form.
- l. In the case of a student at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a student of the School.
- m. That he has been permanently excluded from the School.
- n. Where the student has been admitted to the School to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the School.
- o. Where— (i) the student is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the student; and (iii) those charges remain unpaid by the student's parent at the end of the School term to which they relate.

Appendix 2: Absence Codes (as published by DfE)

1. Authorised Codes:

Code C: Leave of absence authorised by the School

Only exceptional circumstances warrant leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the student's attainment, attendance and ability to catch up on missed schooling.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Where alternative provision is made, they should be marked using the appropriate attendance code.

Code F: Extended family holiday authorised by the School

Head teachers may in exceptional circumstances agree more than 10 school days leave of absence in a school year. The application must be made in advance and the head teacher must be satisfied that the circumstances warrant the leave. A leave of absence is granted entirely at the head teacher's discretion and is not a parental right.

Code H: Family holiday authorised by the School

Currently head teachers may in special circumstances grant leave of absence of up to ten days for the purpose of family holidays during term time. The application must be made in advance and the head teacher must be satisfied that there are special circumstances which warrant the leave. A leave of absence is granted entirely at the head teacher's discretion and is not a parental right.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify the School as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only for year 11 students during mock and public examinations.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling and have agreed this with the School but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school.

Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

2. **Unauthorised Absences**

Code G: Family holiday not authorised by the School or in excess of agreed period

If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended.

Code O: Absent from school without authorisation

If the School is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

This code can be used where a student is unable to attend because:

3. **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances. This code can be used where a student is unable to attend because:

- a. The School site, or part of it, is closed due to an unavoidable cause; or
- b. The transport provided by the School or a local authority is not available and where the student's home is not within walking distance; or
- c. A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code is collected in the School Census for statistical purposes.

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the School to ease administration burdens. Schools must put students on the admission register from the first day that the School has agreed, or been notified, that the student will attend the School.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between

terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

4. Different Term Dates for Different Students

Schools and local authorities can agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group (s) that is not due to attend. This is only acceptable where the School ensures that those students not attending on that day are still offered a full education offer over the School year.

5. Covid-19 Attendance Adaptations

Appendix 3 shows OLA’s response to attendance chasing and monitoring requirements due to the pandemic. The Deputy Head reviews these protocols on a regular basis and implements improvements when possible. The result is a daily record of students on site, virtual learning (in real time) and asynchronous distant learners, with appropriate monitoring and chasing in place.

Appendix 3: Attendance Procedure in Relation to Remote Learning

During periods of remote learning, OLA will educate three types of learners:

1. In class face to face learners (F2F)
2. Synchronous Distance Learners who attend lessons remotely, as they take place (SDL)
3. Asynchronous Distance Learners who cannot attend lessons live due to regional time differences but will watch recorded versions of the lessons missed (ADL)

The following table outlines the attendance procedures and reporting expectations for accounting for these learners:

Learner Type	Attendance Procedure	Reporting Expectations
In class face to face learners	AM, PM and lesson-by-lesson registration - as per the Attendance Policy, inclusive of regular attendance codes	<p>Staff will immediately report any safeguarding concerns to the DSL</p> <p>Staff are required to register their form groups AM and PM and to register each class they take, using the iSAMs registration tool.</p> <p>The attendance officer will track and hold staff to account for reporting AM and PM attendance in a timely manner, as outlined in the Attendance Policy</p>
Synchronous Distance Learners	As per the Attendance Policy, inclusive of regular attendance codes	<p>Staff will immediately report any safeguarding concerns to the DSL</p> <p>Staff are required to register their form groups AM and PM and to register each class they take, using the iSAMs registration tool. Pupils attending remotely should be visible on Zoom/Teams in order to be registered.</p> <p>The attendance officer will track and hold staff to account for reporting AM and PM attendance in a timely manner, as outlined in the Attendance Policy</p>
Asynchronous Distance Learners	<p>The teacher responsible for that student(s) will share concerns about lack of participation in relation to completing school-work, with the attendance team of the relevant school section</p> <p>Students who fall into this category will have their absence authorised</p> <p>Code Y: Unable to attend due to exceptional circumstances</p> <p>Code X: not attending in circumstances related to coronavirus (COVID-19)</p>	<p>Staff will immediately report any safeguarding concerns to the DSL</p> <p>Staff are required to report concerns about a lack of participation for any asynchronous distance learner with the attendance officer and Head of Section who will then share concerns related to academic underperformance and/or participation to the relevant teacher/school leader</p>

In order to safeguard children, create accurate fire/evacuation registers and to track attendance patterns and behaviour, the Head of Section and attendance officer will be responsible for identifying which category of learner a student belongs to. OLA recognises that this will be a fluid situation, with students changing category based up on the level and impact of the Coronavirus pandemic.