

# Education Attendance Team Policy and Procedures



To outline West Berkshire Council's approach to promoting, supporting, and enforcing regular school attendance, ensuring all children access their right to education.



WestBerkshire  
C O U N C I L

# Education Attendance Team Policy and Procedures

*Aligned with WTTISA (2024) and the Education Act 1996*

## Contents

Education Attendance Team Policy and Procedures .....	1
Aligned with WTTISA (2024) and the Education Act 1996.....	1
Version Control .....	2
1. Purpose .....	2
2. Legal Framework .....	2
3. Aims.....	2
4. Roles and Responsibilities.....	2
5. Procedures .....	3
8. Legal Interventions .....	3
1. Fast Track to Prosecution .....	3
2. Penalty Notices .....	4
3. School Attendance Orders (SAO) .....	4
4. Prosecution (Section 444 Education Act 1996).....	4
5. Education Supervision Orders (ESO).....	4
6. Monitoring and Review.....	4
7. Local Safeguarding and SEND Protocols .....	5
Safeguarding and Children Missing Education (CME) .....	5
Special Educational Needs and Disabilities (SEND).....	5
Appendix 1.....	6
Appendix 2.....	<b>Error! Bookmark not defined.</b>

## **Version Control**

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Author: Melissa Perry, Principal Attendance & Safeguarding Officer

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### **1. Purpose**

To outline West Berkshire Council's approach to promoting, supporting, and enforcing regular school attendance, ensuring all children access their right to education. This policy and procedure is in line with West Berkshire's Attendance Strategy v1 (September 2025).

### **2. Legal Framework**

This policy is underpinned by:

- [Education Act 1996 \(Sections 7, 444, 437–447\)](#)
- [Children Act 1989 & 2004](#)
- [Working Together to Improve School Attendance \(DfE, 2024\)](#)
- [Keeping Children Safe in Education \(2024\)](#)
- [Equality Act 2010](#)
- [SEND Code of Practice \(2015\)](#)

### **3. Aims**

- Promote a culture of high attendance across all schools.
- Identify and support pupils at risk of persistent or severe absence.
- Work collaboratively with families and professionals to remove barriers to attendance.
- Use legal powers proportionately where support is not effective or engaged with.

### **4. Roles and Responsibilities**

**Education Attendance Team will:**

- Monitor attendance data across schools and identify patterns of concern.
- Lead Targeting Support Meetings with schools and partners.
- Provide advice, guidance, and early help referrals.
- Coordinate multi-agency responses for complex cases.
- Initiate legal intervention where necessary (e.g. Penalty Notices, School Attendance Orders, Education Supervision Orders, Prosecution).

**Schools must:**

- Maintain accurate attendance and admissions registers.

- Follow up all absences promptly.
- Engage with families and the Attendance Team where concerns arise.
- Refer pupils at risk of persistent absence early.

**Parents are legally responsible** for ensuring their child attends school regularly and punctually.

## **5. Procedures**

### **a. Early Identification and Support**

- Regular Monitoring of attendance data.
- Schools to refer pupils below 90% attendance and the majority of absences are unauthorised or with concerning patterns where there is evidence of early intervention and support has been offered and either not engaged with or no improvement made
- Targeting Support Meetings held termly or more frequently if needed.

### **b. Intervention Pathway**

#### **1. Stage 1 – School-Led Support**

School engages with family, offers support, and records actions.

#### **2. Stage 2 – Targeted LA Support**

Attendance Team coordinates multi-agency support and may issue an Attendance Contract. This will always include an attempt to conduct a home visit.

#### **3. Stage 3 – Option of initiating Fast Track to Prosecution process**

#### **4. Stage 4 - Legal Intervention**

If support is not effective or refused, the LA may issue:

- Penalty Notice
- Education Supervision Order
- School Attendance Order
- Prosecution under Section 444 of the Education Act 1996

### **c. Safeguarding Considerations**

- Persistent absence may be a safeguarding concern.
- All cases are reviewed in line with West Berkshire's Threshold Criteria.
- Referrals to Children's Social Care made where appropriate.

## **8. Legal Interventions**

### **1. Fast Track to Prosecution**

The Fast Track to Prosecution procedure is a structured legal pathway used by West Berkshire Council when a pupil's unauthorised absence continues despite early intervention and support. It is designed to ensure swift enforcement of school attendance duties under Section 444 of the Education Act 1996. The process begins with a formal warning issued to parents, outlining the legal consequences of continued non-attendance. If attendance does not improve within a specified monitoring period—typically 8 school weeks where there is evidence of attendance improvement—the Council may proceed directly to prosecution without issuing a Penalty Notice. This approach is used where previous support has been declined or ineffective, and where the child's absence is having a significant impact on their education and wellbeing. All

cases are reviewed in line with safeguarding thresholds and legal criteria to ensure proportionality and fairness

When all supportive measures have been exhausted and a child's attendance does not improve, West Berkshire Council may consider the following legal interventions:

## 2. Penalty Notices

A Penalty Notice is a fine issued to parents for unauthorised absence from school. It can be issued when:

- A child has 10 or more sessions (5 days) of unauthorised absence within a 10-week period.
- Parents fail to ensure regular attendance following early intervention.

**Penalty:** £160 to be paid within 28 days, payment is reduced to £80 if paid within 21 days. Reduction is only applicable for first penalty notices issued within a three-year rolling period. Failure to pay may result in prosecution.

## 3. School Attendance Orders (SAO)

An SAO is issued when the local authority is not satisfied that a child is receiving a suitable education and the parent has failed to provide evidence to the contrary.

- The order requires the parent to register the child at a named school.
- If the parent does not comply, they may be prosecuted.

**Penalty:** A fine of up to £1,000 and a criminal record. The court may also issue a Parenting Order.

## 4. Prosecution (Section 444 Education Act 1996)

If a parent knowingly fails to ensure their child's regular attendance at school, the Council may prosecute under:

- **Section 444(1):** For failure to secure regular attendance without reasonable justification.
- **Section 444(1A):** For knowingly allowing absence (aggravated offence).

**Penalty:**

- Up to £1,000 fine for a Section 444(1) offence.
- Up to £2,500 fine, a parenting order, or up to 3 months' imprisonment for a Section 444(1A) offence.

## 5. Education Supervision Orders (ESO)

An ESO is a civil order made by the Family Court, placing the child under the supervision of the local authority.

- Used when prosecution is not appropriate or effective.
- Requires parents to cooperate with the local authority to improve attendance.

**Purpose:** To support rather than punish, by giving the Council a formal role in guiding the child's education.

## 6. Monitoring and Review

- Policy reviewed annually or in response to legislative changes.
- Attendance data reported to senior leaders and governing bodies.

- Outcomes of legal interventions monitored for effectiveness.

## ***7. Local Safeguarding and SEND Protocols***

### **Safeguarding and Children Missing Education (CME)**

West Berkshire Council recognises that persistent absence and disengagement from education may be indicators of safeguarding concerns. The Education Attendance Team works closely with Children's Social Care, Early Help, and the Multi-Agency Safeguarding Hub (MASH) to ensure that children at risk are identified and supported. All attendance concerns are reviewed in line with West Berkshire's Children's Social Care Threshold Criteria. Where a child is missing education or there are concerns about welfare, referrals are made to the Children Missing Education (CME) Officer, and safeguarding procedures are initiated. The team may request to see the child and liaise with professionals to assess risk and determine appropriate action.

Where attendance issues are linked to neglect or other safeguarding risks, the Council may escalate to statutory intervention, including Education Supervision Orders or referrals to Children's Social Care.

### **Special Educational Needs and Disabilities (SEND)**

The Education Attendance Team works in partnership with West Berkshire's SEND Team to ensure that children with SEND receive appropriate support to access education. Attendance concerns involving children with Education, Health and Care Plans (EHCPs) are reviewed jointly with the SEN Manager and relevant professionals. Where attendance barriers relate to unmet SEND needs, the team will facilitate referrals for statutory assessment or reassessment. Schools are expected to engage with families and the SEND Team to explore reasonable adjustments and personalised support.

If a child with an EHCP is not attending school and education otherwise than at school is being considered, the team will liaise with the SEND Team to ensure this is appropriately recorded in the EHCP and provision is arranged in consultation with parents. This is not classified as Elective Home Education (EHE).

## Appendix 1

### Summary of Attendance Codes and Meanings from 19 August 2024

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non – compulsory school age) whose name is listed in the admissions register at the time (exception boarder).

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

#### Attending School

#### Relevant regulation 10(2) Table 1

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration (pupils must not be recorded as present if they are not in school during registration)	Attending (Present)
\	Present at school PM	Must be in school at registration (pupils must not be recorded as present if they are not in school during registration)	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed. (All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes)	Attending (present)

## Attending a place other than School

### Relevant regulation 10(3) Table 2

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the Local Authority (LA)	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>Schools must also record the nature of the provision (regulation 10(5)), examples are: attending courses at college or in receipt of medical tuition.</p> <p>Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.</p> <p>If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</p>	Attending an approved educational activity (present)



P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul> <p>If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the</p>	Attending an approved educational activity (present)
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		<p>sporting activity notifies the school of any absence by the pupil.</p> <p>The school must record the pupil's absence using the relevant absence code.</p>	
W	Attending Work Experience	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil.</p>	Attending an approved educational activity (present)

		The school must record the pupil's absence using the relevant absence code.	
B	Attending any other approved Educational Activity	<p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>	Attending an approved educational activity (present)

		<p>Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are: attending taster days at other schools or attending courses at college.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil.</p> <p>The school must record the pupil's absence using the relevant absence code. As set out in the DfE's guidance on 'Providing remote education', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</p>	
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Attending a place other than School

Relevant regulation 10(4) Table 3

Code	Meaning	Criteria	
D	<p>Dual Registered at another school</p> <p>Relevant regulation 10(4) Table 3</p>	<p>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either</p>	<p>This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>

		school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.	
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#### Absent- Leave of absence

#### Relevant regulation 10(4) table 3

Code	Meaning	Criteria	
C1	Leave of absence – performance or regulated employment abroad	<p>All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):</p> <ul style="list-style-type: none"> <li>• Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.</li> <li>• Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.</li> <li>• Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.</li> </ul> <p>Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies</p>	Authorised absence

		<p>the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence. Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.</p>	
M	Leave of absence for Medical or dental Appointment	<p>Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.</p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p>	Authorised absence

J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	<p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.</p> <p>This interview must take place during the session for which it is recorded.</p>	Authorised absence
S	Leave of absence for Studying for public examination	<p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.</p>	Authorised absence
X	Non – Compulsory School age	Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of	Not a possible attendance (

	pupil not required to attend school	<p>absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.</p> <p>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p> <p>Under compulsory school age. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.</p> <p>Over compulsory school age Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.</p>	neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with	Authorised Absence



		<p>paragraphs 67 – 70 of Working together to improve school attendance.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</p> <p>Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>	
C	Leave of absence exceptional circumstances	<p>All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</p> <p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.</p> <p>Where a leave of absence is granted, the</p>	Authorised absence

		<p>school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.</p> <p>Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.</p>	
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Absent – other authorised reasons

Relevant regulation 10(4) table 3

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<p>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only</p>	Authorised absence

		<p>happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</p> <p>Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.</p> <p>Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200, they should do so.</p>	
R	Religious Observance	<p>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p> <p>As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay</p>	Authorised Absence

		<p>away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.</p> <p>If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.</p> <p>Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:</p> <ul style="list-style-type: none"> <li>• Setting term dates around days for religious observance;</li> <li>• Working with local faith groups to develop guidance on absence for religious observance;</li> <li>• Taking INSET days that coincide with religious observance days; and</li> <li>• Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.</li> </ul>	
I	Illness (not medical appointment)	<p>The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p> <p>Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness</p>	Authorised Absence

		<p>should medical evidence be requested to support the absence.</p> <p>Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.</p>	
E	Suspended or Permanently excluded with no alternative provision made	<p>The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.</p> <p>When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).</p>	Authorised Absence

Absent- unable to attend school because of unavoidable causes

Regulation 10 Table 3

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been available	<p>The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</p> <p>Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</p>	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	<p>Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.</p> <p>This code may not be used for any planned closure such as weekends or holidays</p>	Not a possible attendance

	Relevant regulation 10(10)		
Y5	<p>Unable to attend as pupil is in criminal justice detention</p> <p>Relevant regulation 10(14)</p>	<p>The pupil is unable to attend the school because they are:</p> <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> <p>If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p> <p>Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>	Not a possible attendance

Y7	Unable to attend because of any other unavoidable cause	<p>An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p> <p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)).</p>	Not a possible attendance

Absent - unauthorised absence  
Regulation 10 Table 3

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence
N	Reason for absence not yet established	<p>Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the</p>	Unauthorised absence



		attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.	
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed  Relevant regulation 10 (7) and (8)	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.	Unauthorised absence

#### Administrative Codes

Code	Meaning	Criteria	Statistical Value
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the 91 prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil	This code is not collected for statistical purposes.

		<p>attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places.</p> <p>Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.</p> <p>If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>	
#	Planned whole school closure	<p>Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> <li>• days between terms;</li> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days; and</li> <li>• use of the whole school as a polling station.</li> </ul>	This code is not collected for statistical purposes

## Appendix 2

# Education Attendance Team Referral Form



Please complete this form with as much detail as possible and return completed form for Educational Welfare referrals at [ewss@westberks.gov.uk](mailto:ewss@westberks.gov.uk)

Pupil Details			
Surname	Click or tap here to enter text		
Forename	Click or tap here to enter text		
Other Name(s)	Click or tap here to enter text		
Known as	Click or tap here to enter text		
Date of Birth (DD/MM/YYYY)	Enter date here	UPN	Enter text
Home Address	Address line 1		
	Address Line 2		
	Town		
	County		
	Postcode		
Sex	Select from dropdown		
Ethnicity	Click or tap here to enter text.		
Home Language	Click or tap here to enter text.		
Religion	Click or tap here to enter text.		
Primary Parent/Carer			
Name	Click or tap here to enter text.		
Relationship to child	Click or tap here to enter text.		
Home Address	Address line 1		
	Address Line 2		

	Town
	County
	Postcode
Tel Number	Click or tap here to enter text.
Email	Click or tap here to enter text.
<b>Other Parent/Carer (please include all parents irrespective of where they live)</b>	
Name	Click or tap here to enter text.
Relationship to child	Click or tap here to enter text.
Home Address	Address line 1
	Address Line 2
	Town
	County
	Postcode
Tel Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

<b>School Details</b>			
Name of school	Click or tap here to enter text.		
Contact Name	Click or tap here to enter text.		
Contact Email	Click or tap here to enter text.		
Role within school	Click or tap here to enter text.		
<b>Education Details</b>			
National Curriculum Year	Enter here	SEN status	Select from options
<b>Attendance (Please attach registration certificate)</b>			
Current Attendance %	Click or tap here to enter text.		
Authorised %	Click or tap here to enter text.		

Unauthorised %	Click or tap here to enter text.
What are the reasons given for absence?	Click or tap here to enter text.

Is this Child/Young Person Currently (Please tick all that apply, please provide details in text box below)			
Child in Care	<input type="checkbox"/>	Refugee/Asylum Seeker	<input type="checkbox"/>
Subject to CP or CIN plan	<input type="checkbox"/>	GRT heritage	<input type="checkbox"/>
In temporary accommodation	<input type="checkbox"/>	Subject to Early Intervention	<input type="checkbox"/>
EAL	<input type="checkbox"/>	In receipt of Pupil Premium	<input type="checkbox"/>
Young carer	<input type="checkbox"/>	Current victim of bullying	<input type="checkbox"/>
Details of above: <input type="text"/>			
Other Agencies Currently Involved with the child/family (Please provide a contact name and email/telephone number for each agency involved)			
Children Services	<input type="checkbox"/>	Education Psychology	<input type="checkbox"/>
EHA/SMHT	<input type="checkbox"/>	School Nurse/Health	<input type="checkbox"/>
CAMHS	<input type="checkbox"/>	Youth Offending Team	<input type="checkbox"/>
SEND Team	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

Details for Other Involved Agencies		
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.

Details of Siblings		
Sibling Name	Date of Birth	School Name
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.
Do you know if there are concerns about attendance also?	Click or tap here to enter text.	

Action taken by school/referrer (Please include dates and details)		
<input type="checkbox"/>	Are absences marked as unauthorised?	Click or tap here to enter text
<input type="checkbox"/>	Telephone calls	Click or tap here to enter text
<input type="checkbox"/>	Letters/emails	Click or tap here to enter text
<input type="checkbox"/>	Part time timetable	Click or tap here to enter text
<input type="checkbox"/>	Home visit	Click or tap here to enter text
<input type="checkbox"/>	Meetings – including attendance action plans & targets set/reviewed	Click or tap here to enter text
<input type="checkbox"/>	TAF/MFP/CIN/CP meeting minutes with all professionals involved	Click or tap here to enter text
<input type="checkbox"/>	Referral to Early Help/ MFF completed	Click or tap here to enter text
<input type="checkbox"/>	Parenting contract	Click or tap here to enter text
<input type="checkbox"/>	Fixed Penalty Notice warning requested/issued	Click or tap here to enter text
<input type="checkbox"/>	Medical plan	Click or tap here to enter text
<input type="checkbox"/>	Application for EHCP assessment	Click or tap here to enter text

<input type="checkbox"/>	Alternative provision	Click or tap here to enter text
<input type="checkbox"/>	Initial Fast Track discussion meeting inviting EWO	Click or tap here to enter text
<input type="checkbox"/>	Other	Click or tap here to enter text

Please attach the following documents to support this request		
Academic information	Please select	Click or tap here to enter text
Registration certificates	Please select	Click or tap here to enter text
Pastoral reports	Please select	Click or tap here to enter text
Letters sent to parents	Please select	Click or tap here to enter text
Minutes of meetings held or home visits conducted	Please select	Click or tap here to enter text
Other (please state)	Click or tap here to enter text.	

**PLEASE NOTE THAT YOUR REFERRAL WILL NOT BE ACCEPTED IF SUPPORTING DOCUMENTS ARE NOT ATTACHED.**

Signs of Good Learning		
What is working well for this child/family?	What are you worried about for this child/family?	What needs to happen for this child/family?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Voice of the Child/Young Person
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Please include details from any conversations with the child/young person about their persistent absence. Please include their thoughts, feelings and wishes.

Click or tap here to enter text

### Referrer Details

Name Click or tap here to enter text.

Signed Click or tap here to enter text.

Date Click or tap to enter a date.

Please return completed form for Educational Welfare referrals to [ewss@westberks.gov.uk](mailto:ewss@westberks.gov.uk)

### For official use

Date referral/ notification received	Click or tap to enter a date.	Triage Date	Click or tap to enter a date.
Date Allocated	Click or tap to enter a date.	Allocated EWO	
Additional Info required		Date received	Click or tap to enter a date.
Reason Referral Declined	Click or tap here to enter text.		