

# Somerset County Council – Protocol for Schools -

December 2019 – December 2021.

## Attendance Policy and Procedures for Frome College

### Ratification Table:

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## **Part 1 Policy:**

### **1. Introduction**

It is the aim of Frome College that students should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students.

Any absence affects the pattern of a child's learning and regular absence may seriously affect their learning. The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more learning across the academic year, for whatever reason.

### **2. Aims**

Our college aims to meet its obligations with regard to college attendance by promoting good attendance; ensuring every student has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out Frome College's position on attendance and details the procedures that all parents<sup>1</sup> must follow to report their child absent from college.

It is vital that students maintain regular attendance habits at Frome College. Therefore, the college will encourage parents of all students of compulsory school age, to send their children to college every day on time. If the student is unable to attend the college for any reason, the parent should inform the college of the reason on the first day of absence. If the college is concerned about a student's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory<sup>2</sup> college age attend regularly, and will promote and support punctuality in attending lessons.

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<sup>1</sup> Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

<sup>2</sup> A child becomes of 'compulsory college age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory college age on the last Friday in June of Year 11.

We want our students to attend college every day, unless they are really not well enough to. We believe that students who attend college regularly are more likely to feel settled in college, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our students to enjoy college, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and students who are used to attending college on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the college, the student's attendance is deemed to be irregular.

We will do all we can to encourage our students to attend. We will also make the best provision we can for any student who needs additional support in college or who is prevented from attending college, due to a medical condition.

Please see DfE guidance documents 'Supporting students at college with medical conditions - December 2015' and 'Ensuring a good education for children who cannot attend college because of health needs- January 2013' – or ask the college for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards college. To this end, we strive to make our college a happy and rewarding experience for all students, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the college community
- Raise our student awareness of the importance of good attendance and punctuality
- Provide support, advice and guidelines to parents, students and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

## Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during college year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

### 3. Safeguarding and Attendance

Our college will monitor trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2019 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from college when the college cannot establish their whereabouts and is concerned for the student's welfare. (Please see our Frome College's Safeguarding Policy for more information.)

### 4. Legislation and Guidance

This policy meets the requirements of the 2019 college attendance guidance, from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on college attendance parental responsibility measures. These documents are drawn from legislation setting out the legal powers and duties that govern college attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the school census explains the persistent absence threshold.

## **Part 2 What the Law Says and Our College Procedures:**

### **1. Contents of Attendance Register**

The law makes it clear that colleges must take the attendance register at the start of the first session of each college day and once during the second session. On each occasion the college must record whether each student is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

### **2. Present at College (and Lateness)**

Students are marked present if they are in college when the register is taken. If a student leaves the college premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that students attend college on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Head of House will meet with parents of those children who are frequently late arriving at college to investigate reasons and suggest solutions to enable more punctual attendance.

Our students must arrive by 8:40 am on each college day.

Our morning register is taken at 8:45 am and will be kept open until 9:30am

Our afternoon register is taken at 12:30 pm and will be kept open until 12:45pm

A student who arrives late but before the register has closed will be marked as late (**L**) – which counts as present.

A student who arrives late **after** the registers close will be marked as absent. If the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the student is late for no good reason they will be marked with the **unauthorised** absence code 'Late after registers close' (**U**). See DfE Attendance Codes – Appendix One.

### **Effects of Late Arrival at College**

When a student arrives late to college, they miss important events like assembly, teacher instructions and introductions. Students often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage students and disrupt the learning of others.

<b>Minutes late per Day</b>	<b>Equates to Days of Teaching Lost in one Year</b>	<b>Which means this number of lessons missed</b>
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

### **3. Authorised Absence**

'Authorised absence' means that the college has either given approval in advance for a student of compulsory college age to be away from the college, or has accepted an explanation offered afterwards as justification for absence.

**The following information outlines the main circumstances where absence may be authorised by the college:**

#### **3.1 Illness**

In most cases, absences for illness which are reported by following the college's absence reporting procedures will be authorised. That is unless the college has a genuine concern about the authenticity of the illness.

The college follows the 2019 DfE College Attendance Guidance which states that if the authenticity of the illness is in doubt, the college may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. (See DfE 2019 College Attendance guidance document - link in the Legislation and Guidance section, or at the end of this policy, or ask the college for a printed copy.)

We will not ask for medical evidence unnecessarily. In some instances the college may ask the parent to obtain a letter from a GP, or the college may seek parental permission to contact the student's GP directly.

If the college is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a student has a high level and/or frequency of absence, the college may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the college will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the college by the parent on the first day of absence may not be authorised.

Parents must contact the attendance officer for every day of absence on 01373 469008.

If a student is absent for more than one day, the parent should contact the college each day to provide an update on the child's condition, unless otherwise agreed by the college.

### **Mental Health and Wellbeing**

Parents who have concerns about their child's mental wellbeing can contact our college's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

### **Students taken ill during the college day**

If a student needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of college staff. In such circumstances, the student must be collected from the college main reception by a parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the college site without parental confirmation.

### **3.2 Medical/Dental Appointments**

Parents should try to make appointments outside of college hours wherever possible. Where appointments during college time are unavoidable, the student should only be out of college for the minimum amount of time necessary for the appointment. It is not acceptable for a student to miss a whole day's learning for an appointment, unless absolutely necessary, in which case the college will need an explanation as to why this is.

If a student must attend a medical appointment during the college day, they must be collected from the college main reception by the parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the college site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the college with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

### **3.3 Religious Observance**

Our college acknowledges the multi-faith nature of the college community and recognises that on some occasions, religious festivals may fall outside of college holidays or weekends. In accordance with the law, the college will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the college will seek advice from the parents' religious body, to confirm whether the day is set apart.

### **3.4 Traveller Absence**

The college will authorise the absence of a Traveller student of no fixed abode who is unable to attend college because they are travelling with their parent who is

engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The college will discuss cases individually with Traveller parents as necessary. Parents should let the college know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the student should attend college elsewhere when their family is travelling for occupational purposes. In which case the student will be dual registered at that college and this college, Frome College is their 'main' college.

Students from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at college and attend as normal. They are subject to the same rules as other students in terms of the requirement to attend college regularly.

### **3.5 Exclusions**

If the college decides to send a student home due to their behaviour, this will be recorded as an Exclusion. The college will follow the current DfE's statutory guidance on exclusions.

Any exclusion must be agreed by the headteacher.

The college will notify the parent of the exclusion. If the student is a Looked After Child, the college will notify the student's carer, social worker and Virtual College. In other instances, where a student is open to Children's Social Care for any reason, the college will also inform their allocated social worker.

The student must be collected from the college office by the parent or another authorised adult, and signed out in the 'signing out' book. No student will be allowed to leave the college site without parental confirmation.

#### **4. First Day of Absence Response**

On the first and every day of unexplained absence, where the parent/carer has not made contact with the attendance officer to inform of, and reason for absence, our attendance officer will make contact with the parent/carer (person with parental responsibility) informing of absence. We would seek to prioritise students who are, or we consider to be vulnerable including; Looked After Children, students subject to Child Protection Plans, students open to Social Care as a Child in Need, students who have previously been reported missing.

Parents will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed on an annual basis through parents' evenings/newsletter reminders etc.

If the college is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the student, we may request a Welfare Check from the police.

#### **5. Rewarding Good and Improved Attendance**

Frome College endeavours to provide and continuously develop a Rewards system that recognises individual student's achievements in attendance as well as individual tutor group attendance. We track attendance consistently to ensure all students and vulnerable groups are able to achieve the best possible attendance and that they are recognised for those achievements by:

- Half termly certificates for 100% Attendance
- Termly 100% Attendance and Excellent Attendance certificates
- Autumn and Summer Term 100% and Excellent Attendance Movie Matinee
- Top Tutor Group Prize
- Celebration Party
- Discounted Prom Tickets for Year 11 students
- College Canteen Vouchers

#### **6. Leave of Absence Requests – 'Exceptional Circumstances'**

**The law does not grant parents the automatic right to take their child out of college during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The college will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The college will not grant leave of absence unless there are exceptional circumstances. The college must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the college will determine the number of days the student can be away from college. A leave of absence is granted entirely at the Principal's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend college normally during difficult family times.

Parents should complete a Term Time Leave Request form which is available on the college website and return to the attendance office. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our college's Safeguarding Policy for more information.)

## **7. Unauthorised Absence**

Unauthorised absence is where a college is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a student is absent from college without the permission of the college. Whilst parents can provide explanations for absences, it is the college's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Students who arrive at college too late (after registers close 9.30am) to get a mark

- Shopping
- Birthdays
- Protest Marches
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the college)
- In the case of term time leave - if a student is kept away from college longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

## **8. Approved Educational Activity (AEA)**

When students are attending educational activities off the college site that have been approved by the college, the register will be marked to show this is the case. (See DfE 2019 College Attendance guidance.)

If a student is attending an alternative education provider such as another college, or Pupil Referral Unit, for part or all of their education, Frome College will make arrangements for the student to be dual registered at the other setting and mark our registers accordingly.

If a student is attending an alternative education provider, which is not a college or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the student attends the alternative setting as code B (off-site educational activity). The college expects the alternative provider (AP) to notify us of any absences by individual students, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

## **9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)**

In accordance with DfE college attendance guidance, our college will record students as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our college site, or part of it, is closed due to an unavoidable cause
- The transport provided by our college or the Local Authority is not available and the student's home is not within statutory walking distance. (See the DfE's 'Home to college travel and transport' guidance document, or ask the college for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending college.
- The student is in custody, but still on the college roll. (If the college has evidence that the student is attending educational activities we can record those sessions as 'present at approved educational activity'.)

## **10. Support for Poor College Attendance (other than unauthorised term time leave)**

Sometimes students can be reluctant to attend college. We encourage parents and students to be open and honest with us about the reason for the student's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a college, we need to understand the reasons why a student is reluctant to attend in order to be able to support students and parents in the best way.

When we have concerns about the attendance of a student, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. Parents may be asked to meet with the Attendance Lead and Head of House to discuss the matter. In most cases, this may mean jointly discussing and agreeing a formal action plan usually in the form of an Attendance Contract/Agreement. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions or support from the Team Around the School being offered.

If Frome College refers a case of poor college attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our college will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the college and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our college has safeguarding concerns about a student who is absent we will share information with other agencies as we deem necessary.

## **11. Students on Part-time Timetables**

Students are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our college is unable to provide a student with a full-time education due to the student's needs, we will work with the student, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the student's return to a full-time timetable.

## **12. Penalty Notices and Prosecutions**

Parents have a legal responsibility to ensure that their child attends college on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered student at the college. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend college regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from college can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory college age, who is a registered student at a college, fails to attend regularly at the college his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The college will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in 12 college week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved college attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a student's irregular attendance.

A student's unauthorised absence from college could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on [College attendance parental responsibility measures](#) for more information and Somerset County Council's Penalty Notice Code of Conduct, available [here](#) Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular college attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

### **13. Children Missing Education (CME)**

Our college will add and delete students from roll in line with the law. The college will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see policy [here](#)

## **14. Following up Unexplained Absences**

Where no contact has been made with the college, the college will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 10 college days, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a student's absence and are unable to contact the parent/s, we may contact the student's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the student's whereabouts.

## **15. Reporting to Parents**

Attendance matters to each and every one of our students at Frome College and Frome College always looks to raise awareness to students, parents and staff the importance of regular school attendance. The most important factor contributing to your child's success at Frome College is maintaining at least 95% college attendance. The link between attendance and progress is firmly established and those students who attend regularly achieve greater qualifications and are more able to access higher education, employment or training as well as experiencing increased well-being. The attendance lead presents student assemblies, attends all parents evenings and raising achievement evenings. Students are kept up to date weekly with their tutor group attendance and are aware of the rewards for maintaining excellent attendance.

Parents will be kept informed of their child's attendance record termly in the student's progress checks. In circumstances where attendance is a cause for concern and/or below 95%, the attendance office will inform parents through letters, email or telephone.

## **16. Recording Information on Attendance and Reasons for Absence**

When a parent/carer makes contact with the attendance office, to inform of absence and the reason for absence, the attendance officer will code the absence appropriately on SIMS. A comment will also be attached informing of who made contact i.e. mum, gran. Please note, the college can only accept the reason for absence and code appropriately if information provided by an adult who is already

listed as a contact on our SIMS database. The reason for absence is also recorded on SIMS i.e. unwell, dentist, hospital appointment.

### **17. Roles and Responsibilities**

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to students the importance of the education being provided.

Please see Appendix A for Roles and responsibilities

### **18. Policy Monitoring Arrangements**

This policy will be reviewed again Autumn 2021 by the Senior Leader for Behaviour and Attendance, or before if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

### **19. Links with other policies**

This policy is linked to our Anti-Bullying Policy, Behaviour Policy, Inclusion Policy, Safeguarding and Child Protection Policy and Supporting Students with Medical Conditions Policy.

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## **Guidance Documents:**

Supporting students at college with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-students-at-college-with-medical-conditions--3>

Education for children with health needs who cannot attend college (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-college>

Keeping children safe in education (DfE September 2019)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

College Attendance (DfE September 2019)

<https://www.gov.uk/government/publications/college-attendance>

College attendance parental responsibility measures (DfE January 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

College census 2017 to 2018 (DfE May 2018)

<https://www.gov.uk/government/publications/college-census-2017-to-2018-guide-for-colleges-and-las>

College Exclusion (DfE September 2017)

<https://www.gov.uk/government/publications/college-exclusion>

Home to college travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-college-travel-and-transport-guidance>

## Appendix 1 – Department for Education (DfE) Attendance Codes

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. present at another college or PRU)	Not counted in possible attendances
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>R</b>	Day set aside exclusively for religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late and arrived after the registers closed	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience (not work based training)	Approved Education Activity
<b>X</b>	Un-timetabled sessions for non-compulsory college age students	Not counted in possible attendances
<b>Y</b>	Where the college site, or part of it, is closed due to unavoidable cause; or the transport provided by the college or local authority for students (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending college; or a student is detained in custody for less than four months.	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	College closed to all students	Not counted in possible attendances