ATTENDANCE POLICY

APPLICABILITY: All Staff, Pupils, Parents

AUTHOR: Assistant Head Pastoral

REGULATORY REQUIREMENTS: ISS Part 3: paragraphs 7, 14 and 15; Part 8: paragraph 34; School Attendance (Pupil Registration) (England) Regulations 2024.

KEY SCHOOL CONTACTS

Senior Attendance Champion	Mr S Sherratt – Assistant Head (Pastoral) Email: sjs@tettcoll.co.uk Phone: 01902 751 119 Phone: 074478893289
Key staff / contacts	Senior School reception: 01902 751 119 Prep School reception: 01902 793 035 Email: Reception@tettcoll.co.uk

Please note that this Attendance Policy applies equally to all pupils at Tettenhall College, whether they are day, boarding or sponsored. The same high expectations apply to Sixth Form pupils who are no longer of compulsory school age, although statutory enforcement and local-authority legal intervention will apply only where the law permits.

Tettenhall College recognises the strong link between attendance, punctuality, and pupil achievement. As a college community, we are committed to ensuring that every pupil attends regularly, arrives punctually, and is fully prepared to learn. Absence is treated seriously and monitored closely, with early intervention where concerns arise. Our aim is to support every pupil in achieving their full potential within a safe, inclusive, and positive learning environment.

To illustrate the impact of attendance: if a pupil misses just five days each term throughout their time at the College, this equates to an entire year of lost learning. Given the well-established correlation between attendance and academic success, Tettenhall College places high importance on consistent attendance. We expect all pupils to attend timetabled

lessons regularly, on time, fully equipped for learning, and, where appropriate, in the correct uniform.

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

• Education (Independent School Standards) Regulations 2014;

• EYFS statutory framework for group and school-based providers (DfE, January 2024);

• Education and Skills Act 2008; • Children Act 1989;

• Childcare Act 2006;

• The School Attendance (Pupil Registration) (England) Regulations 2024;

• Equality Act 2010;

• Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice

• Working together to improve school attendance (DfE statutory guidance, July 2026);

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

• Independent school standards guidance (DfE, April 2026);

• Toolkit for schools: communicating with families to support attendance (DfE, September 2023);

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

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

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

• Children missing education (DfE, September 2016);

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

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

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

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

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

• Providing Remote education: guidance for schools (DfE, update August 2024);

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

This policy will be published on the College website, provided to families when a pupil joins, and brought to the attention of pupils, parents and staff at the beginning of each academic year and whenever it is updated. It will be reviewed at least annually and sooner where statutory guidance, legislation or local arrangements change. The College will take account of the views and experiences of pupils and parents when reviewing attendance practice.

RESPONSIBILITY STATEMENT

The proprietor and governing body have overall responsibility for ensuring that the College meets its statutory and regulatory attendance duties. Improving attendance is a whole-school leadership responsibility. The Assistant Head (Pastoral), Mr S Sherratt, is the designated senior leader with overall responsibility for championing and improving attendance and is therefore the College's Senior Attendance Champion (SAC).

The Creeping Effect of School Absence

Many pupils and parents do not realise that missing 1-2 days through the year (or arriving a few minutes late each day) accumulates and has a profound impact on learning, progress, achievement and success over time, as well as wellbeing and wider development

1 or 2 days doesn't seem like much, but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

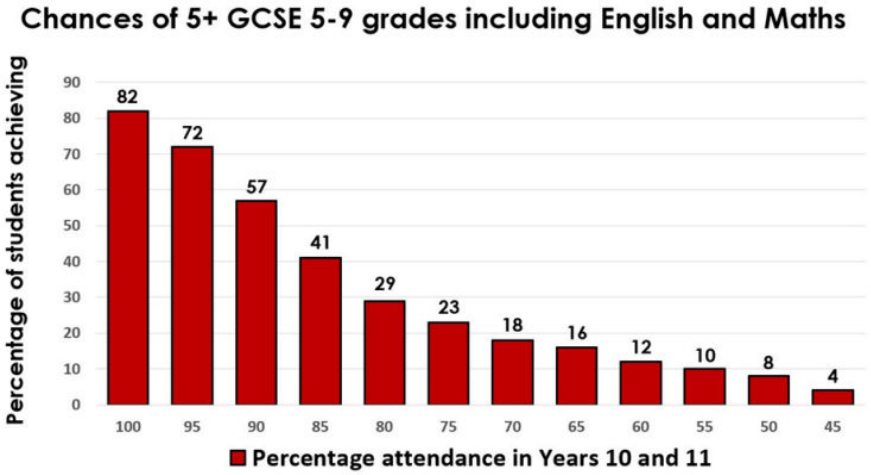
How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hr 40mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	3 weeks per year	Over 2 ½ years

EVERY DAY COUNTS
If you want your child to be successful at school, YES, attendance does matter!

What is the connection between attendance and achievement?

The following graph shows that there is a clear correlation between good attendance and academic success. The graph shows attainment at GCSE level versus attendance; however, the same correlation exists at all levels in school.



Tettenhall College will consistently promote the benefits of good attendance by setting high expectations for every pupil and clearly communicating these expectations to both pupils

Last Review Date: July 2026
Next Review Date: July 2027

and parents. The College will work collaboratively with all key stakeholders who play an active role in supporting positive attendance.

When non-attendance and/or lateness becomes an issue, the College will respond proactively, consistently, and with care and support. Interventions will be guided by this policy and related policies, such as those on safeguarding, anti-bullying, and behaviour. Responses will be data-informed and targeted, ensuring that clear, supportive strategies are implemented and regularly reviewed.

Staff Responsibilities

Senior Attendance Champion (SAC)

The Senior Attendance Champion is responsible for the strategic leadership of attendance across the College. Their core responsibilities include:

- Setting a clear vision for improving attendance across the College.
- Establishing and maintaining effective systems for addressing absence and ensuring that these systems are consistently followed by all staff.
- Collaborating with the Data Manager to oversee and analyse attendance data to identify trends and inform interventions.
- Communicating clear and consistent messages to pupils and parents regarding the importance of regular attendance and punctuality.
- Liaising with Wolverhampton Council, the DSL, Heads of Section, boarding staff and other partners where attendance concerns require coordinated support or safeguarding action.
- Ensuring that attendance procedures, iSAMS coding, statutory returns, staff training and governing-body oversight remain accurate and current.
- Reporting attendance trends, persistent and severe absence, interventions and impact to the governing body at least termly.
- Representing the College in regular local-authority Targeting Support Meetings and ensuring agreed actions are recorded, allocated and reviewed.

Class (Prep) / Form (Senior) Teachers

(Including any staff member covering a registration period)

All teaching staff involved in registration are expected to:

- Follow a formal routine for taking registers accurately each morning and afternoon.
- Record absences promptly and accurately using the specified processes.
- Ensure explanations are provided by pupils for any absence upon their return to College.
- Make enquiries about any unexplained absences, including during the school day, and follow up to ensure formal explanations are received.
- Monitor pupil attendance for trends or patterns and inform the SAC of any specific concerns.
- Address lateness consistently and promptly.
- Consider appropriate sanctions for pupils who arrive late, in line with the College's behaviour and discipline policy.
- Discuss issues of non-attendance or lateness with pupils and parents, reinforcing the importance of punctuality and consistent attendance.

Monitoring Attendance

Key attendance definitions

Persistent absence (PA): a pupil is persistently absent when they have missed 10% or more of their possible school sessions. This is equivalent to attendance of 90% or lower, calculated against the sessions available to that pupil at the relevant point in the school year.

Severe absence (SA): a pupil is severely absent when they have missed 50% or more of their possible school sessions. This is equivalent to attendance of 50% or lower. Severe absence requires intensive, coordinated support and may indicate a safeguarding concern.

The College will not wait for either threshold to be reached before offering support. Emerging patterns, falling attendance and repeated lateness will be addressed early to prevent absence becoming entrenched.

Tettenhall College will carry out regular analysis of attendance data to inform support strategies and interventions. This includes:

- Weekly monitoring and analysis of attendance patterns and trends, with targeted support for identified pupils and families.
- Frequent individual-level analysis to identify pupils in need of support, enabling staff to take focused action in those cases.
- Termly and end-of-year analysis to review broader patterns and trends.
- Benchmarking attendance data across the College, by year group and cohort, to identify areas requiring improvement.
- Reviewing attendance and punctuality by relevant pupil groups, including pupils with SEND or medical needs, pupils with a social worker, looked-after pupils, young carers, boarders, day pupils, sponsored pupils and groups protected by the Equality Act, so that disparities and emerging barriers can be identified and addressed.
- Developing specific strategies to address patterns of poor attendance based on data insights.

Student Responsibilities

Attendance at Tettenhall College is a key factor in academic success, well-being, and personal development. Accordingly, the College sets high expectations and has systems in place to reward good attendance and manage issues of non-attendance. These expectations apply throughout the Sixth Form because regular attendance remains essential to achievement, safeguarding, preparation for adulthood and positive role-modelling across the College.

All students are expected to:

- Be present in person for the full duration of each school day.
- Arrive on time and attend all scheduled lessons.
- Remain in lessons and on the school site unless they have permission to leave or are following established school procedures.
- Engage with all procedures for recording and managing attendance as outlined in this policy.

Persistent lateness or non-attendance will prompt a range of responses from the College, which may include:

- Offers of pastoral or practical support to help overcome barriers to attendance.
- Communication with parents or carers to address concerns.
- Involvement of external agencies such as the local authority or social services, where appropriate.
- Proportionate pupil sanctions for avoidable lateness or misconduct, where appropriate and in line with the Behaviour Policy. Where parental duties are not being met, the College will work with the local authority on support and, where necessary, formal or legal attendance intervention; the College does not impose disciplinary sanctions on parents.

Additional Needs

The school recognises that some students may find it more difficult than others to attend regularly. We are committed to working in partnership with students and their families to remove barriers to attendance. This will involve building strong, trusting relationships and identifying the most appropriate forms of support for each student.

Where a student has a disability that places them at a substantial disadvantage compared to their peers in relation to attendance, the school will make reasonable adjustments as required by law. In such cases, the school will collaborate with parents and, where appropriate, with the local authority to develop tailored support strategies. This includes meeting the requirements of any Education, Health and Care Plan (EHCP).

Suitable strategies will also be implemented to support students experiencing social, emotional, or mental health difficulties that affect their attendance. Where applicable, Tettenhall College will seek support from the local authority with particular reference to the EBSNA (Emotionally Based School Non-Attendance) pathway support guidance. Where barriers to attendance fall outside of the school's control, we will work with families to identify alternative sources of support and, where appropriate, refer the case for Early Help or to other agencies.

In accordance with statutory guidance, the College will make a sickness return to Wolverhampton Council where a pupil of compulsory school age is recorded with code I and there are reasonable grounds to believe that the pupil will miss 15 school days consecutively or cumulatively in the current school year because of sickness. The return will be made as soon as the threshold is anticipated; only one return is required for a continuous period of sickness in a school year.

Medical evidence will only be requested in a minority of cases. The College will usually accept a parent's notification that a pupil is too ill to attend. However, where there is genuine and reasonable doubt about the authenticity of an illness, or where prolonged or repeated illness gives rise to concern, the College may request reasonable evidence to support accurate coding and supportive monitoring. Evidence may also be sought to understand the pupil's health needs, plan reasonable adjustments and identify suitable educational or reintegration support. The College will not operate a blanket requirement for a GP letter and will consider proportionate evidence such as appointment confirmations, prescriptions or medication, hospital correspondence, or relevant information from a health professional.

A part-time timetable may be used only in very exceptional circumstances, as a temporary measure forming part of a time-limited reintegration or support plan. It must be agreed with the parent, have a clear ambition and review date for return to full-time education, take account of safeguarding, SEND and health needs, and must not be used to manage behaviour. Sessions when a compulsory-school-age pupil is not expected to attend under an agreed part-time timetable will be recorded using code C2.

Remote education does not count as attendance at school. A pupil receiving remote education must still be recorded as absent using the national code that most accurately reflects why they are not in school. Remote education will be used only as a last resort, after reasonable adjustments have been considered, and as part of a wider, time-limited plan to support reintegration and return to regular in-person attendance.

Parents who wish to request additional support in relation to attendance should contact the appropriate Head of Academic Support. For Senior School, contact Mrs Jackson (BJ@Tettcoll.co.uk). For Preparatory School, contact Mrs Davies (AD@Tettcoll.co.uk).

Parent / Carer Responsibilities

The law entitles every child of compulsory school age to receive a full-time education that is efficient and appropriate to their age, aptitude, and any special educational needs they may have. Parents have a legal duty to ensure their child receives this education.

This means students must attend school every day it is open, except in a small number of permitted circumstances—such as illness or where prior permission for absence has been granted by the school.

Parents are bound by the terms of the Parent Contract, including those related to conduct and attendance. Failure to ensure a child's regular attendance or failure to engage with the school in addressing attendance concerns may be treated as a breach of contract or as unreasonable conduct.

Information Sharing

The school will share personal data regarding attendance in accordance with legal obligations and relevant government guidance, including guidance on safeguarding and children missing from education.

Tettenhall College will work jointly with local authorities and other partners, sharing information where it is in the best interests of the student (e.g., with health services in the case of medical conditions, or with the police where appropriate).

The school is legally required to share certain information with the local authority, including:

- New pupil and deletion returns
- Attendance returns
- Illness-related absence returns

The Education Act allows local authority officers access to the school's attendance and admission registers in order to carry out their statutory functions. This facilitates joint working to promote and ensure good attendance.

The College will provide pupil-level information and statutory returns to the Secretary of State or Department for Education where required. Independent schools are not required to submit daily attendance data to the DfE, but must maintain accurate electronic registers and provide the statutory information and returns required by the local authority and other legislation.

Where applicable, the school will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences or significant attendance concerns.

Local authority attendance, sickness and children-missing-education notifications

Attendance return: at intervals agreed with Wolverhampton Council, and no less frequently than once per calendar month, the College will provide the full name and address of any pupil of compulsory school age who has failed to attend regularly or has been absent continuously for at least 10 school days with one or more unauthorised absence codes G, N, O and/or U.

Sickness return: the College will provide the full name and address of any pupil of compulsory school age recorded with code I where there are reasonable grounds to believe

that the pupil will miss 15 school days consecutively or cumulatively because of sickness. The return will be made when the threshold is anticipated, rather than waiting until the fifteenth day, and only one return is required for a continuous period of sickness in a school year.

Children missing education and safeguarding: the thresholds above do not create a waiting period. Unexplained absence, failure to arrive on an agreed first day, inability to establish a pupil's location, or any concern that a pupil may be at risk of harm must be escalated promptly to the Senior Attendance Champion and DSL and referred to the local authority or other agencies without delay where appropriate.

Record Keeping and Confidentiality

Admission and attendance registers are legal records and will be kept electronically. Every entry will be preserved for six years from the date on which it was made. Where an amendment is required, the register must retain the original entry and show the amended entry, the reason for the amendment, the date of amendment and the name of the person who made it.

Records generated in connection with this policy may contain personal data and will be managed in compliance with relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR).

Date of adoption of this policy: September 2025

Date of last review of this policy: July 2026

Date of next review of this policy: July 2027

Registration Processes and Procedures

The Role of Parents / Carers

Tettenhall College expects all parents and carers to:

- Submit any requests for authorised leave of absence as early as possible, in line with this policy.

Procedures for Reporting Absence to School

- Illness - If your child is unwell and unable to attend, please contact Senior School Reception on 01902 751119 or Preparatory School Reception on 01902 793035 as soon as possible and no later than 8:30am on the first day. Parents should provide the reason for absence and, so far as possible, the expected date of return. If the pupil remains absent, parents must update the College on each subsequent day unless a different contact schedule has been agreed for a prolonged or medically supported absence.

- Dental/Medical Appointments - Parents should arrange routine appointments outside school hours wherever possible. Where this is not possible, parents should notify the pupil's Form Tutor/Class Teacher and Reception in advance and provide appointment evidence where reasonably requested. Pupils should attend school before and/or after the appointment wherever practicable. If a pupil is present at registration and leaves later in the same session for an appointment, no absence is recorded for that session.

- Absence for any other reason - Leave of absence will not normally be granted for a term-time holiday. All requests must be made in advance and will be considered individually on their facts; leave will be granted only where the College considers that exceptional circumstances justify it. Requests for Senior School should be emailed to Mr Sherratt (sjs@tettcoll.co.uk) and requests for Preparatory School to Mr Gomersall (jng@tettcoll.co.uk). Parents must notify the College of any absence or delay as soon as reasonably possible and provide an accurate and honest explanation.

- Cooperate with the school to explore any barriers to attendance, particularly where attendance has been raised as a concern.

- Keep the College informed promptly of changes to home address, telephone numbers, email addresses and emergency contacts, and provide at least two current emergency contacts wherever possible.

- Ensure that their child arrives by 8:30am. The morning attendance register opens at 8:30am and closes at 9:00am. A pupil arriving after 8:30am but before 9:00am will be recorded as L (late before the register closes). A pupil arriving after 9:00am will be recorded as U (late after the register closes) unless another absence code is more appropriate and authorised.

The Role of Staff

Class (Prep) / Form (Senior) Teachers

Responsible for:

- Taking the register twice daily (morning and afternoon).
- Monitoring student attendance and punctuality.
- Providing attendance-related pastoral care and support.
- Entering the appropriate national attendance or absence code in iSAMS for every pupil in each morning and afternoon session, once the reason is known and verified.

Reception Staff

Responsible for:

- Contacting parents of pupils who are late or missing after the registration period closes.
- Updating iSAMS promptly after registration closes using verified information, while preserving the original entry and the statutory amendment audit trail.
- Inputting known, authorised future absences in advance.
- Informing relevant teaching staff of pupil absences each day.
- Ensuring that any provider supervising an approved off-site educational activity has a clear same-day process for notifying the College if a pupil does not attend, so that the absence can be followed up and coded accurately.
- Liaising immediately with boarding staff where a boarder is unaccounted for. Boarding staff will check the pupil's whereabouts without delay and report back to Reception and the DSL in accordance with safeguarding and missing-pupil procedures.

Heads of Section

Responsible for:

- Monitoring attendance and punctuality within their section.
- Challenging patterns of poor attendance or lateness.
- Working to improve attendance through targeted interventions.

Assistant Head (Pastoral) / Senior Attendance Champion (SAC)
Responsible for:

- Analysing attendance and absence data.
- Coordinating contact with the local authority where necessary.
- Providing strategic oversight of attendance improvement measures.

Headteacher
Responsible for:

- Reviewing and responding to requests for term-time absences in line with school policy.

Admissions and Data Manager
Responsible for:

- Ensuring the school roll is accurate and up to date.
- Collaborating with relevant staff to maintain accurate registration and attendance records.

Registration Procedures

1. **Logging Attendance**
   Staff must log into iSAMS and access the registration section.
2. Any pupil marked with N (reason for absence not yet established) must be followed up promptly. The correct code must be entered as soon as the reason is established and no later than five school days after the session. If no reason can be established within five school days, the entry must be amended to O.
3. **Follow-Up Action**

- If a pupil is unaccounted for, the Receptionist should contact the parents.
- Parents typically inform the school in the morning about illnesses or appointments.
- The national attendance and absence codes used in iSAMS are listed in Appendix 1. Staff must use the code whose statutory criteria are met; iSAMS labels or local

descriptions do not override the national definition. The Senior Attendance Champion will ensure that staff receive annual training and updates.

Promoting Attendance and Punctuality

- Immediately after the morning and afternoon registers close, Reception will begin first-day contact for pupils whose absence is unexplained. Staff will seek the reason for absence, the pupil's whereabouts and the expected date of return. Contact and safeguarding checks must be completed as soon as practicable and escalated immediately where a pupil cannot be accounted for, a parent cannot be contacted or there is any reason to suspect harm.
- The Receptionist will update the register accordingly.
- Upon return from an unauthorised absence, Form Tutors must request a written note or email from the parents explaining the reason.
    - If no explanation is received:
        - A **verbal reminder** should be given to the pupil.
        - A **written reminder** should be sent to parents.
- If no explanation is provided after **three days**, the Form Tutor must contact parents again and inform the Head of Section.
- Subject staff must register attendance for every lesson. A pupil recorded as present at a statutory session who does not attend a lesson or expected activity must be reported immediately through the College's missing-pupil process so that their whereabouts are established. Lesson-level patterns must also be shared with Form Tutors, Heads of Section, the Senior Attendance Champion and the DSL as appropriate.
    - **Latecomers** should be managed in accordance with the school's sanctions policy.
- **Form Tutors** must raise concerns if there is a noticeable pattern of absence.
- A pupil is persistently absent (PA) once they have missed 10% or more of possible sessions, meaning attendance is 90% or lower. A pupil is severely absent (SA) once they have missed 50% or more of possible sessions, meaning attendance is 50% or

lower. Parents/carers will be contacted, barriers will be explored and a written attendance support and improvement plan will normally be agreed and reviewed. Support will intensify as absence increases and will involve the local authority and other partners where appropriate.

- The College will hold regular review meetings with pupils and parents where attendance is at risk of becoming persistent, is persistently absent, is severely absent or the pupil is otherwise vulnerable. Actions, responsibilities, review dates and the impact of support will be recorded.

- Following a lengthy or unavoidable absence, the College will agree appropriate reintegration support to rebuild confidence, address missed learning and secure a sustainable return to regular attendance.

- Where unauthorised absence persists, support is unsuccessful or is not engaged with, the case will be referred to Wolverhampton Council's School Attendance Support Team for consideration of formal support or legal intervention.

- Any continuous unexplained or unauthorised absence will be reviewed as a safeguarding concern and escalated without waiting for a fixed threshold. The statutory monthly attendance return includes any pupil absent continuously for at least 10 school days with codes G, N, O and/or U.

- The Data Manager will produce a half-termly attendance report, shared with Heads of Section and relevant safeguarding, SEND and pastoral leaders. The report will identify pupils approaching persistent absence, pupils with attendance of 90% or lower, pupils with severe absence, repeated lateness, concerning code patterns and relevant cohort disparities for action and review.

National Framework for Penalty Notices

The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions may be consecutive or non-consecutive, may span terms or school years, and may include any combination of G, N, O and U codes. Reaching the threshold does not mean that a notice is automatic; the College and local authority will consider the individual circumstances, support already provided, equality duties and the Wolverhampton local code of conduct.

Where support is appropriate but has not worked or has not been engaged with, a Notice to Improve will usually provide a final opportunity to improve attendance. Where support is not appropriate, for example an unauthorised term-time holiday, or where support and/or a

Notice to Improve has not succeeded, the College may ask the local authority to issue a penalty notice or consider another legal intervention.

The first penalty notice issued to a parent for a particular pupil is £160, reduced to £80 if paid within 21 days. A second notice within three years is £160 with no reduced rate. A third notice cannot be issued to the same parent for the same pupil within that three-year period, and alternative action may be considered.

- Attendance information will be included in school reports and communicated regularly to parents. Wherever possible, communication will explain the number of sessions or days missed and the likely impact on learning and wellbeing, rather than relying on a headline percentage alone.

- Morning registration opens at 8:30am and closes at 9:00am for all pupils.

- Afternoon registration opens at 1:30pm and closes at 2:00pm for Preparatory School pupils, and opens at 1:50pm and closes at 2:20pm for Senior School pupils. Each register must remain open for no more than 30 minutes. Any operational change to these published times must be communicated to pupils, parents and staff before it takes effect.

- All pupils arriving after the relevant registration time must sign in at Reception. Arrival before the register closes is recorded as L. Arrival after the register closes but before the end of the session is recorded as U unless another authorised absence code is appropriate. Code U is a distinct code but, like code O, is classified statistically as unauthorised absence for that morning or afternoon session.

APPENDIX 1 - NATIONAL ATTENDANCE AND ABSENCE CODES USED IN iSAMS

This appendix summarises the national codes required by the School Attendance (Pupil Registration) (England) Regulations 2024 and Working together to improve school attendance. The full statutory criteria take precedence over this summary. The appropriate code must be entered for every pupil for each morning and afternoon session. Boarders are excepted from session coding only where the statutory regulations provide that exception; the College will nevertheless maintain appropriate boarding whereabouts and welfare records.

Code	Meaning / use in iSAMS	Statistical classification
/	Present at the school - morning session	Attending

Code	Meaning / use in iSAMS	Statistical classification
****	Present at the school - afternoon session	Attending
L	Late arrival before the register closes	Attending
K	Attending education provision arranged by the local authority	Approved educational activity
V	Attending an educational visit or trip arranged by or on behalf of the College	Approved educational activity
P	Participating in an approved sporting activity	Approved educational activity
W	Attending approved work experience	Approved educational activity
B	Attending any other approved educational activity	Approved educational activity
C1	Leave of absence for participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
M	Leave of absence to attend a medical or dental appointment. If the pupil is present at registration and leaves later in the same session, no absence is recorded for that session.	Authorised absence
J1	Leave of absence to attend an interview for employment or admission to another educational institution	Authorised absence
S	Leave of absence for study leave for a public examination	Authorised absence
X	Non-compulsory-school-age pupil not required to attend school	Not a possible attendance
C2	Leave of absence for a compulsory-school-age pupil subject to an agreed part-time timetable	Authorised absence
D	Dual registered at another school and expected to attend that other school for the session	Not a possible attendance
C	Leave of absence for exceptional circumstances	Authorised absence

Code	Meaning / use in iSAMS	Statistical classification
T	Parent travelling for occupational purposes	Authorised absence
R	Religious observance	Authorised absence
I	Illness, including physical or mental ill health, but not a medical or dental appointment. Reasonable medical evidence may be requested only in the limited circumstances described in this policy.	Authorised absence
E	Suspended or permanently excluded and no alternative provision has been made	Authorised absence
Q	Unable to attend because access arrangements have not been made	Not a possible attendance
Y1	Unable to attend because transport normally provided is not available	Not a possible attendance
Y2	Unable to attend because of widespread disruption to travel	Not a possible attendance
Y3	Unable to attend because part of the school premises is closed	Not a possible attendance
Y4	Unable to attend because the whole school site is unexpectedly closed	Not a possible attendance
Y5	Unable to attend because the pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public-health guidance or law	Not a possible attendance
Y7	Unable to attend because of another unavoidable cause	Not a possible attendance
G	Holiday not granted by the College	Unauthorised absence

Code	Meaning / use in iSAMS	Statistical classification
N	Reason for absence not yet established - temporary code; amend within five school days, or to O if no reason is established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived after the register closed, without a reason qualifying for another authorised code	Unauthorised absence
Z	Prospective pupil not yet on the admission register	Administrative - not collected statistically
#	Planned whole-school closure	Administrative - not collected statistically

Key operational points: L is used only before the published register closing time. U is used after the register has closed, unless another authorised absence code is appropriate. Although U and O record different circumstances, both count as unauthorised absence for the relevant AM or PM session. Code N must be resolved within five school days. Code G means a holiday was not granted; leave cannot be granted retrospectively. Persistent absence (PA) means 10% or more possible sessions missed (attendance of 90% or lower); severe absence means 50% or more missed (attendance of 50% or lower).