

Attendance Policy

Effective Date: October 2025

Review Date: October 2026

This policy will be reviewed annually by: Lindsey Townsend,
Operations Director

Attendance Register

A young person is expected to attend all sessions in their Network Learning Pathways programme, unless absence has been authorised. Although it is the parent/carers who provides a reason for the absence, the decision as to whether it is authorised or not can only be made by Network Learning Pathways or the referring school. Absence can be authorised for the following reasons:

- Illness
- Transport issue
- Religious observance
- Compassionate leave (i.e. funerals, weddings of close family/friends)
- Attendance at referring school, i.e. for exams etc.
- Attendance at meetings, i.e. health or welfare related as appropriate
- On work experience
- On a pre-agreed reduced timetable
- Excluded by Network Learning Pathways
- Network Learning Pathways not open
- Other unavoidable cause, e.g. crisis in the home

Holiday - A decision as to whether holiday during term-time is authorised or not should come from the referring school/agency, rather than be made by Network Learning Pathways.

Attendance type must be recorded at the start of each session (morning and afternoon).

Whenever learners are absent and their parents have not told Network Learning Pathways the reason for the absence, the learner is marked as an unauthorised absence for that session. Network Learning Pathways can change this mark at a later stage if the parents provide a satisfactory reason for their child's absence.

Each morning, one member of staff will contact the parents/carers of any learners who are absent to obtain a reason why. If a satisfactory reason is given, this should be entered into Network Learning Pathways records. If an unauthorised reason is given, or if contact cannot be made, the mark remains unauthorised.

Network Learning Pathways staff should inform the referring school or agency of any learners who are absent within an hour of the session starting, along with the reasons given in order that they have the correct attendance information for their learners. Schools will assume a learner is present at Network Learning Pathways unless they are informed otherwise.

Attendance of young people will be recorded in line with the codes outlined in the 2024 DfE attendance guidance. See these codes in Appendix 1.

Children missing from education

A child going missing from education (e.g. unexplained absences, absconders) can be a potential indicator of a child protection concern. Staff should consider that where children are missing from education, particularly on repeat occasions, action may need to be taken to help identify any risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. Where such concerns exist, staff should follow the procedures for reporting concerns as outlined in the Safeguarding & Child Protection Policy.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

All schools that refer learners to Network Learning Pathways must inform their local authority of any learner who is going to be deleted from their admission register, or where any learner fails to attend school regularly. Network Learning Pathways has a responsibility to keep in regular contact with referrers regarding learners' attendance.

Appendix 1: Coding Attendance in line with DFE guidance 2024:

Code A (Present at the school):
- Learners must be present during registration to be counted. - If a learner leaves after registration, they are still counted as attending for statistical purposes.
Code L (Late arrival before the register is closed):
- The learner arrives after the register starts but before it closes. - Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes. - If a learner arrives late after the register closes, mark them as absent using code U or another appropriate absence code.
Code K (Attending education provision arranged by the local authority):
- Learner attends educational provision arranged by the local authority, not by the school. - Examples include attending courses at college or receiving home tutoring. - Schools must record the nature of the provision and ensure notification of absences.
Code V (Attending an educational visit or trip):
- Learner attends a school-arranged educational visit or trip supervised by school staff. - Must take place during the recorded session. - If learner doesn't attend, record absence using relevant absence code.
Code P (Participating in a sporting activity):
- Learner attends an approved educational sporting activity. - Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision. - Schools must ensure safeguarding measures and record absences with relevant codes.
Code W (Attending work experience):
- Learner attends work experience as part of their education arranged by the local authority or school. - Criteria for recording attendance are similar to other approved educational activities. - Schools must ensure safeguarding measures and record absences with relevant codes.
Code B (Attending any other approved educational activity):
- Learner attends an approved educational activity other than sports or work experience. - Criteria for recording attendance are similar to other approved educational activities. - Schools must record the nature of the activity and ensure safeguarding measures.
Code D (Dual registered at another school):
- Used when a learner is registered at more than one school, indicating absence with leave to attend the other school. - Main examples include attendance at a learner referral unit, hospital school, or special school temporarily. - Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.
Code C1 (Leave of absence for regulated performance or employment abroad):
- Schools grant leave for learners to participate in regulated performances or employment abroad under specific circumstances. - Criteria for granting leave include licenses issued by local authorities or exemptions. - Schools must record the absence using this code and consider its impact on the learner's education.
Code M (Leave of absence for medical or dental appointment):
Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.

- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for learners to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for learners to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for learners who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age learner not required to attend school):

- Schools can grant leave for non-compulsory school-age learners to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age learners are recorded using this code, with exceptions noted.
- For learners subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age learner subject to part-time timetable):

- Schools can grant leave for compulsory school-age learners to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for learners with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant learners:

- Maternity leave for pregnant learners is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a learner's parent(s) is traveling for trade or business, and the learner is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Learners should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a learner is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.

- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a learner's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a learner is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a learner's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a learner can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a learner's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the learner cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and learners are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as learner is in criminal justice detention):

- Used when a learner is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a learner's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a learner from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a learner is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a learner's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a learner arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the learner being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective learner not on admission register):

- Utilized to set up registers in advance for prospective learners who have not yet officially joined the school.
- Aims to streamline administrative processes.