



St Cyres School	
Policy: G8 School Attendance Policy	
Committee: Pupil Progress & Provision	
Member of staff responsible:	EL
Date Adopted/approved:	March 2026
Signature of Headteacher:	
Signature of Chair of Governors:	
Date to be reviewed:	March 2027

Introduction:

St Cyres School prides itself on being an environment in which all children and young people can flourish as members of a happy, caring and safe school and wider community. It is our goal that all our children and young people attend school regularly, and on time, making the most of the opportunities available to them.

Our motto '**Strive Together; Challenge Yourself; Realise Everyone Can Succeed**' is built on the concept of all pupils being in school, nearly all of the time, and our aim is to continue to support learners in developing a sense of belonging, connectivity and engagement with St Cyres School, building their resilience and ability to cope and thrive within the challenges of modern day Wales in 2026 and beyond.

We work in partnership with learners and their parents or carers around the importance of regular and punctual attendance, and have developed partnership working with other agencies to support those learners who are struggling to attend regularly and consistently.

The St Cyres School Attendance Policy is written to ensure compliance with statutory requirements. This framework operates in conjunction with the Vale of Glamorgan Local Authority's Attendance Policy (October 2025).

This policy is underpinned by the following principles of law, which states:

- Parents and guardians are required under section 7 of the Education Act 1996 to ensure that their child receives effective full-time education between the ages of five and sixteen.
- The Local Authority is required under section 437 of the Education Act 1996 to ensure that a child for whom they are responsible is receiving suitable education by regular attendance at school or otherwise.
- The school is required under The Education (Pupil Registration) (Wales) Regulations 2010 to take attendance registers twice a day: at the start of the morning session and once during the afternoon session.

This policy is duly designed to help school staff, parents and learners understand their rights, responsibilities, and roles when it comes to school attendance.

This policy aims to:

- Underline attendance and punctuality as a high priority.
- Outline our systems for monitoring and improving attendance, ensuring safeguarding remains central in all facets.
- Clearly define roles and responsibilities to ensure consistency and rigour.

St Cyres School Culture and Ethos:

‘Strive Together; Challenge Yourself; Realise Everyone Can Succeed’

To promote high levels of attendance, St Cyres school prides itself on its ethos and culture where:

- School is a safe place for all.
- School is an interesting and engaging place for all learners.
- School is a welcoming, happy, and caring environment.
- Positive use of language is present in all interactions between school staff and the school community.
- Learning is supported by innovative and engaging teaching based on a purposeful and creative curriculum.
- Building, maintaining, and restoring relationships is central.
- Trauma informed work is embedded
- School offers support and appropriate challenges to bring about the best outcomes for all learners.
- There are clear expectations around bullying and discrimination and the processes to deal with it effectively.
- Strategic planning and support to reduce barriers to learning and engagement is embedded within day-to-day school practice.
- Working with other agencies and the school’s work as a Community Focused School is evident.
- Clear procedures, information, and expectations around attendance to school is available and promoted on a regular basis to all stakeholders.

The Law on School Attendance and The Right To A Full-time Education:

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any additional learning need they may have.
- Where parents decide to have their child registered at St Cyres School, they have a legal duty to ensure their child attends that school regularly.
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Whilst the legal responsibility for regular school attendance rests with parents, St Cyres School shares with them, and the Local Authority (LA), responsibility for encouraging good attendance and improving poor attendance.
- St Cyres School is required by law to maintain specific records and to produce specified information on the attendance of its learners.
- Statutory obligations apart, St Cyres School is committed to improvements in attendance standards as a direct factor in raising pupil achievement. Poor attendance has a direct impact on educational achievement and undermines the well-being of learners.
- Under section 7 of the Education Act 1996, parents are responsible for ensuring that their child(ren) of compulsory school age (5-16), receives efficient full-time education, suitable to the child’s age, ability, aptitude,

and any Additional Learning Needs (ALN) the child may have. This can be through regular attendance at school or educated otherwise by the Local Authority.

- The law also permits parents to educate their child(ren) at home under the terms of Elective Home Education (EHE). The Local Authority has a statutory duty to ensure that a child for whom they are responsible is receiving suitable education. St Cyres School will contact the Vale of Glamorgan Inclusion Team to inform them of a parental enquiry or decision to EHE.
- Only the Headteacher of St Cyres School can authorise an absence of their learners.
- Compulsory school age means that children and young people should attend school from the start of the first term commencing after their fifth birthday and are of compulsory school age until after the last Friday in June of the school year in which they have their 16th birthday.
- If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under section 444 (1) (1a) (z) Education Act 1996.

Promoting Good Attendance

St Cyres School takes every opportunity to promote good attendance, through all communications with parents/carers and pupils, by creating learning opportunities to reinforce the benefits of good attendance at school within classroom activities, assemblies and through visual and online campaigns.

All staff are reminded of the need to monitor attendance and engage in discussions with learners regarding the need for good attendance. Training is ongoing with regards to this, and remains a regular part of the annual inset schedule.

Heads of Year Offices engage appropriately on a first contact basis to engage relevant stakeholders, parents and carers on the need for good attendance. Communication and positive messaging via Arbor, telephone conversations and face-to-face meetings form the basis for co-operative practice on building and maintaining good attendance. Depending on need, these meetings can involve identified Emotionally Available Adults, Learning Coaches, Pastoral Support Assistants to Heads of Year, Heads of Year, Pupil or Learning Support and Senior Leadership links to the Heads of Year.

St Cyres School will support the local authority #MissSchoolMissOut campaign by engaging with the digital and physical materials that have been offered to schools, alongside communicating the need for good attendance at every opportunity. These include events such as PTC, Information Evenings and WARD events.

Governor Links

St Cyres School ensures that attendance is a standing agenda item for the Pupil Progress and Provision Committee (a sub committee of the full governing body), which is also responsible for the annual review of associated policies. A member

of this committee (usually the chair in the first instance) can be available to discuss attendance and policy as required.

Attendance Targets

St Cyres School will work with the Vale of Glamorgan to set positive attendance targets on a whole school basis, but also works on an individual learner basis to support re-engagement of learners flexibly and creatively, where they have lower than expected attendance levels. The school will use a variety of stratagem dependent on need, but will not offer flexi-schooling and will not use the one-to-one lpad technology as a remote learning offer.

St Cyres School embeds attendance priorities into the School Improvement Plan, evaluating attendance in self-evaluation documentation from each Head of Year. Targets, as agreed with the Local Authority, are shared with all staff at the start of the academic year, and are regularly reinforced with staff throughout the year.

The Whole School Attendance Target is discussed in reference to real time cumulative attendance statistics at every Senior Leadership Meeting.

Data Systems and Recording Procedures

St Cyres School recognises that it is imperative both for safeguarding and attainment and that a robust absence reporting and recording system is in place for ensuring that both authorised and unauthorised absences are tracked and flagged both individually, and by year group or cohort.

St Cyres School recognises that registers are legal documents, and it is essential that they are completed in a timely and accurate manner each day (AM and PM), and that parents / carers are informed at the earliest opportunity if their child is not present through first day response procedures. This is a key safeguarding duty for the school. These responses to absence use the Arbor messaging service in the first instance, although telephone calls and engagement with the Inclusion Service are also used to engage with absence.

Daily Attendance Protocols.

Time	Action	Staff Responsible
0800-0900	Engage messages on the phone, email and Arbor and document absences and reasons for these absences.	Attendance Officers

	<p>Log accordingly on Arbor.</p> <p>Message any staff accordingly - specifically with regards to CASP, CP list, CLA and ALN.</p> <p>Message External Agencies where appropriate.</p>	
0900-1000	<p>Monitor and engage with recording of registers by staff, messaging and communicating with parents/carers on reasons for absence where needed.</p> <p>Message any staff accordingly- specifically with regards to CASP, CP list, CLA and ALN.</p> <p>Message External Agencies where appropriate.</p>	<p>Attendance Officers Head of Year. CLA Designate. Safeguarding Team. ALNCo.</p>
1200-1300	<p>PM session.</p> <p>Monitor and engage recording of registers by staff, messaging and communicating with parents/carers on reasons for absence where needed.</p> <p>Message any staff accordingly- specifically with regards to CASP, CP list, CLA and ALN.</p> <p>Message External Agencies where appropriate.</p>	<p>Attendance Officers. Head of Year. CLA Designate. Safeguarding Team. ALNCo</p>

St Cyres School ensures that appropriate codes are being used, and that unknown reasons for absence are explored as soon as possible. Codes are checked on a bi weekly basis in line with Government guidance below:

[guidance-on-school-attendance-codes.pdf \(gov.wales\)](#)

A parent/carer cannot authorise an absence. An absence can only be authorised by the Headteacher of St Cyres School and should only be authorised if the absence was due to illness, medical/dental appointment, or religious reasons.

School based interventions

	St Cyres: Attendance In-School Graduated Support Check List
<p>St Cyres School Ethos / Culture and Structures</p>	<ul style="list-style-type: none"> ● Ethos of school embraces relationships and a Trauma Informed approach as central to organisation, policy, procedures, and decision making in school. ● Heads of Year Offices are in place to deal with everyday attendance, administer first day response Arbor messages, emails and phone calls, make contact with parents, send letters including pre-warning FPN letters etc. ● Key member of school staff to produce weekly data for SLT, Year Teams, ALNCO to analyse and act upon. ● Heads of Year Offices are in place, in the first instance, to meet with parents and plan and monitor interventions to bring about change in attendance patterns – e.g., curriculum changes, restore relationships, investigate bullying/friendship/staff relationship breakdowns, support with external family barriers where possible, work with other agencies. ● Focus on the importance of relationships runs throughout school – building, maintaining, and restoring relationships is central. Effective Learning Coach system/class-based system and Head of Year Offices with capacity to work in this area remove barriers to attendance. ● Excellent teaching and learning, provision, curriculum, external provision removes barriers to attendance and increases engagement. ● Attendance is a standing agenda item at full Governors' meetings. ● School counselling is in place and opportunities to signpost to other services to support learners and families is established and ongoing. ● Excellent safeguarding procedures connect Year teams

	<p>and other support teams within the school.</p> <ul style="list-style-type: none"> ● ALNCO and CLA Designate make input into attendance of vulnerable groups including those with ALN and CLA. ● INSET and training is ongoing to support above and keep attendance as a whole school priority.
<p>Learning Coaches</p>	<ul style="list-style-type: none"> ● Create a positive welcoming environment where everyone is greeted daily / Wellbeing check ins and welcomed back after absence. ● Complete registers accurately and timely. ● Monitor attendance trends, irregular patterns of absence for learners in class. ● Discuss attendance during LC time and within teaching and Learning resources (linked with PSE / Health and Wellbeing curriculum). ● Call home to check on absence /and discuss irregular patterns of attendance, when appropriate. ● Engage in discussions on Wellbeing and school and home based barriers to attendance and learning in WARD days and PTC, where appropriate.
<p>Year Offices</p>	<ul style="list-style-type: none"> ● Check registers are being completed in a timely and accurate fashion. ● Identify % Triggers and activate letters / visits / meetings / Home school agreements etc as per attendance policy. ● Prepare attendance data for Heads of Years. ● Meet with Heads of Year to discuss attendance concerns, tracker updates etc and ensure regular tracker updates. ● Monitor pre and actual FP notices. ● Monitor offsite/external provisions' attendance as point of contact if relevant. ● Lead attendance promotion initiatives within Year groups / KS's / Whole School ● Meet with SLT Lead for attendance half termly to discuss attendance data and evaluate impact of strategies and levels of improvement etc. Meet with LT link for year group fortnightly. ● To promote good attendance and discuss current patterns in assemblies. ● To meet with the LA Inclusion Team to complete attendance audits / analyse data / inclusion clinics/ sub 80% pre triage.

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<p>Department and Areas of Learning</p>	<ul style="list-style-type: none"> ● To monitor attendance patterns as part of data analysis across year groups and classes, when liaising with Heads of Year, and when engaging in progress data. ● Contact home if absence is having an impact on progress in the subject area, after liaising with the relevant Head of Year. ● Organise catch up programmes for students who have been absent. ● Liaise with Head of Year Offices with any concerns.
<p>LT links and SLT</p>	<ul style="list-style-type: none"> ● Meet with Year teams regularly to share whole school data, discuss patterns and concerns and review strategies. ● Support Year teams to ensure teams have enough training / support with regards to meetings /home school agreements etc and use of SIMS/Arbor etc. ● Monitoring closely any attendance focused PSPs to promote re-engagement for persistent absentees. ● Co-ordinate assemblies that focus on attendance issues and strategies. ● Liaise with other schools during transition periods to ensure information to support learners is shared. ● Liaise with the Inclusion Team to ensure up to date training / awareness of policy changes / meetings to analyse data / complete attendance audits with LA / attend LA clinic sessions.

Punctuality

Morning registration will take place at the start of school at 8.30am. The registers will remain open for a maximum of 30 minutes from this start time, in accordance with Welsh Government guidance. Any pupil arriving after this time will be marked as having an unauthorised absence (U code) unless there is an acceptable explanation i.e. school transport was delayed. In addition, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (M code in this instance).

Pupils arriving after the start of school but before the end of the 30 minute registration period will be coded as late (L code). Afternoon registration will be recorded at the start of lesson 4 and any pupil arriving after this time will be marked as present but late (L code) if they arrive within 30 minutes or an unauthorised absence (U Code) if they arrive more than 30 minutes after the start of the afternoon session.

In the event of late arrivals, the school will contact the parent by letter to inform them of the impact on their child's attendance and subsequent attainment. Should the pupil continue to arrive late for registration after being issued with this letter, the school will issue a second letter inviting the parent or carer to a meeting to discuss the barriers that are preventing punctual arrival and offer support where appropriate.

Parents and carers are reminded that the local authority may issue a fixed penalty notice for persistent lateness after the close of the register in accordance with the local authority's Code of Conduct for the Issuing of Fixed penalty Notice for Non-School Attendance, if the number of unauthorised absences or lates (O or U codes) is 10 sessions or greater in the current term.

Learners with ALN

The foundation for good attendance is a strong partnership between school, parents, carers and pupils. All learners including those with ALN, school based IDPs and LA based IDPs are legally entitled to a full-time education and it is important that the same school attendance expectations are in place for all learners.

The school will use a variety of strategies to intervene at an early stage to encourage improved attendance of all pupils and assist to overcome any barriers that may be preventing the expected level of attendance. Learners with ALN are expected to attend a full-time education to access their ALP within their educational setting.

Medical and illness absences

The school appreciates that there are times a pupil has to attend a medical appointment during the school day. In these instances, a copy of the hospital appointment letter should be provided to the school **prior** to the appointment date to inform the school of the set scheduled time. This, however, does not apply to routine GP or dental appointments, which can and should be arranged for times outside of the school day.

If a pupil is repeatedly absent due to illness, the school may request supporting evidence that the pupil is receiving the necessary medical treatment. An appointment card, consultant letter, photograph of prescription medication, would all suffice as medical evidence. Without the necessary evidence, the school may notify the parent or carer that all future absences will be unauthorised until the necessary medical evidence has been provided, and a referral to the Education Welfare Service may be made.

Continuing and frequent absence

Within the school it is the responsibility of the class teacher/learning coach or attendance officer to be aware of and bring attention to the head teacher (or person to whom they have delegated responsibility for attendance), any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible. This may involve inviting the parents or carers and the pupil into school for a meeting. However, should this absence persist a referral will be made to the Education Welfare Service when the attendance drops below 90% for the preceding six school weeks.

For unauthorised absences of 10 sessions or more in a school term (there are two sessions in a day, morning and afternoon), the local authority may issue a fixed penalty notice in accordance with the local authority's Code of Conduct.

Persistent absence

Welsh Government defines persistent absence as pupils whose absence level is more than 10% (less than 90% attendance). These pupils may be subject to an action plan or attendance contract to support their return to full attendance. This plan may include a referral to the Attendance and Wellbeing Service for additional support for the pupil and their family.

If the pupil and family do not engage with the action plan, court action may be taken against the main parent(s) or carer(s) via the Attendance and Wellbeing Service.

Absence related to discrimination

A pupil's absence from school may be due to bullying, which can take many forms and can be direct (either physical or verbal) or indirect, for example, ignoring a pupil or not talking to them. Some of this bullying may be discriminatory.

As a school, we will monitor and report all discriminatory incidents each term and if the reason for a pupil's absence is related to any of the above issues, we will take action to deal with the situation.

Holidays During Term Time

The Education (Pupil Registration) (Wales) Regulations 2010, give schools discretionary power to grant leave for the purpose of family holiday during term time. Parents do not have an automatic right to withdraw their child from school for a holiday and, in law, must apply for permission from the school in advance.

St Cyres School will only authorise family holidays where parents are able to demonstrate that **unique or exceptional circumstances** prevent the holiday from being taken outside of term time. In general, holidays during term time will not be authorised. The decision to authorise absence is at the headteacher's discretion, but it is the VOG's policy that absences will not be granted during term time and will only be authorised in exceptional circumstances based on the school's assessment of the situation.

It is St Cyres School's view that term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. For this reason, schools will rightly prioritise attendance to school.

If an event can reasonably be scheduled outside of term time, it would not be normal to authorise absence. Absence during term time for holidays is therefore not considered an exceptional circumstance.

The considerations that the Headteacher will take into account to ascertain whether the request is because of an exceptional circumstance are outlined below:

- Where a parent or child is experiencing a life limiting illness
- Absences to visit family members are also not usually granted during term time if they could be scheduled for holiday periods outside school hours. Children may however need time to visit seriously ill relatives
- Families may need time to recover from trauma, crisis or bereavement involving an immediate relative, i.e.: parent, guardian, carer, sibling, or grandparent
- Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only,

- not extended leave
- Absences for important religious observances, civil or ceremonial activity are often considered but only for the ceremony and travelling time, not extended leave. This is intended for a one-off situation rather than regular recurring events
- The needs of families of service personnel will be considered if they are returning from long operational tours that prevent contact during scheduled holiday times

Any examples provided are illustrative rather than exhaustive. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable, and short. By 'unavoidable' we mean an essential event that could not so reasonably be scheduled at another time.

Penalties For Non-Attendance / FPNs / Prosecutions

Schools and the Local Authority may instigate legal penal measures for non attendance. These include the use of Fixed Penalty Notices (FPN). The full Welsh Government Guidance is located at <https://gov.wales/sites/default/files/publications/2018-03/guidance-on-penalty-notice-for-regular-non-attendance-at-school.pdf>

Fixed Penalty Notices for non-attendance may be used after 10 unauthorised sessions of absence in a term. St Cyres School will have tried a range of interventions to bring about positive change, and penalty measures will be used only when reasonable efforts to engage with the family have been tried and have failed.

St Cyres School will contact and engage with the Vale of Glamorgan Inclusion Team to advise, and be led, on Education Act Prosecutions when required.

Categorisation of absence

All pupils who are on roll but not present in the school must be recorded within one of these categories.

- Authorised Absence
- Unauthorised Absence
- Approved Educational Activity

Unauthorised absence

These codes are for those sessions where pupils were absent and no reason has been provided, or whose absence is deemed to be without valid reason.

Authorised absence

These codes are for those sessions where pupils are away from school for a reason that is deemed to be valid. Evidence may be requested to support the reason given (e.g. medical evidence, appointment cards, etc.)

Approved educational activity

These codes cover types of supervised educational activity undertaken off the school site but with the approval of the school and/or the LA, where the session has been supervised by an approved tutor.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education at another venue
- Education arranged by the Child and Adolescent Mental Health Service (CAMHS)

Dual Registration

Pupils who attend another school or unit will be dually registered at both venues. The enrollment status within the management information system (MIS) indicates the main place of education and which the subsidiary is. An example would be a pupil registered at this school but attending EOTAS provision or a pupil referral unit for certain days each week. The main school will be whichever the child attends for more than 50% of their time. The other will be the subsidiary.

The school or provision where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. School will liaise with the other education provider on a daily basis in order to identify pupils who are absent for the session and mark the register accordingly.

Procedure for potential Child Missing in Education (CME)

If it is believed / suspected that a child or family have gone missing, the school will NOT remove any child from their roll without first completing the CME checklist procedures found in the Welsh Government Guidance below – Appendix 9 and then referring to the Inclusion Team for support - Inclusionteamreferrals@valeofglamorgan.gov.uk

[statutory-guidance-help-prevent-children-young-people-missing-education.pdf \(gov.wales\)](#)

Where a pupil is missing for 10 school days, the school will notify the VOG Inclusion Team on the tenth day of school absence and email the completed 'Children and Young People Missing Education' Checklist to the Inclusion Team to advise that the pupil is believed to be missing.

A copy will be kept for school records and the My Concern records will be updated.

The school and the VOG Inclusion Team will then work in partnership to locate and ensure the safety of the pupil.

If the child is the subject of a Child Protection Plan and / or is a looked-after child, St Cyres School will notify the Social Services Key Worker within the first 24 hours of the unauthorised absence if no home contact can be made.

Where it is otherwise suspected or known that a child or young person is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify Social Care Services and / or the VOG Safeguarding Team and Police Child Protection Team immediately; and inform the VOG Inclusion Team as soon as possible afterwards.

Procedure for Elective Home Education (EHE) enquiries

St Cyres School is aware that there are many reasons why parents may consider EHE. Sometimes it is due to philosophical / lifestyle decisions . However, there are occasions when families consider this option due to unresolved issues in school or breakdown in relationships. St Cyres School remains mindful of this and the potential impact on the learner and family, and works to resolve issues in a timely and appropriate manner to avoid such situations.

However, in the rare occasion that the school cannot fully resolve any issues that may lead to the consideration of EHE, the VOG Inclusion Team will be contacted to support the school and family and work together to help resolve any issues.

If the school is made aware that a parent/carer is considering EHE, the school will refer to the Welsh Government Guidance below for guidance and contact the VOG Inclusion Team at Inclusionteamreferrals@valeofglamorgan.gov.uk

[Elective Home Education Guidance \(gov.wales\)](#)

[Home education: handbook for home educators \[HTML\] | GOV.WALES](#)

Reduced timetables / PSP

Where a learner is not able to access a full-time school provision then this must be documented by the school and the VOG, using the process and format of a Pastoral Support Plan (PSP). PSPs should only be put in place for medical and social, emotional, and mental health needs of the learner and only if in the best interests of the learner.

St Cyres School is aware that:-

- The PSP document is usually a multi-agency document and process and must include the engagement and consent of the parent / carer.
- There should also be regular reviews of the PSP where the parent/carer is in attendance. PSP's need to be reviewed at least every six weeks. The time threshold for a PSP to be in place should be limited to twelve weeks for actions to have taken place and progress made and for the learner to be ready to return to school full time.
- If a PSP is unsuccessful, it needs to be withdrawn and support from the inclusion service requested.

A PSP cannot be created and continued without the signed consent of the parent/carer.

The PSP will set out the reasons why a full-time education is not able to be accessed at that time, but will also set out the measures which are in place to increase the learners' access to full-time education as soon as possible .

The school will engage with the Local Authority Inclusion team training on the use of PSPs and reduced timetables.

The SLT closely monitors the use of PSPs and continually monitors and evaluates the impact of PSPs.

Referrals to LA Inclusion Team

St Cyres School works closely with its colleagues in the Vale of Glamorgan and referrals to support with low attendance issues are communicated when appropriate. St Cyres School will submit a referral where there is a continued lack of improvement in attendance for a learner following the implementation of all school based documented interventions. St Cyres School supports pupils with low attendance on a needs-led basis which is tailored to the individual.

APPENDIX 1

The registration system

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present

B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible

		attendances
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APPENDIX 2 – Guidance documents

- All Wales Child Protection Procedures
- Keeping Learners safe
- Belonging, engaging and participating – Guidance on improving learner engagement and attendance
- The All Wales Attendance Framework
- The National Assembly for Wales Circular 47/2006 Inclusion and Pupil Support.
- Consortium's Attendance Strategy
- Local Code of Conduct relating to the Fixed Penalty Notice scheme
- Welsh Government Guidance on penalty notices for regular non-attendance at school
- Welsh Government Guidance on attendance codes