



Manchester Hospital School

Attendance Policy

Document Control	
Title	Attendance Policy
Policy Number	MHS010
Date	January 2024
Supersedes	Attendance Policy November 2022
Purpose of the policy	Set out the expectations and recording processes for managing attendance
Related policies/guidance	MHS Child Protection and Safeguarding Policy MHS Admissions MHS Anti Bullying MHS Behaviour MCC School Attendance & Exclusions Team Reduced Timetable Guidance. School attendance Guidance DfE May 2022
Review	November 2024
Author	Gwen Rees-Moffitt
Consultation completed	January 2024
Date Adopted	13th February 2024 at Full Governing Body

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will consider equality when policies are being developed, adopted and implemented.

Foreword

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our pupils are often living with a range of very complex medical conditions, including mental ill health, and therefore we keep the needs of the pupil at the heart of all decisions. We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long-term education and health needs.

1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 MHS believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community. However, we know that as all of our pupils have medical or mental health needs (or both), they have times when they are not well enough to attend school.

1.3 MHS values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the support they need to improve their attendance over time.

1.4 MHS recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on child protection and safeguarding, admissions, anti-bullying, and behaviour. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to:

- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure, when they are well enough to do so, every pupil has access to the

- full-time education to which they are entitled
- Promote early identification to address patterns of absence
- Promote and support punctuality in attending lessons.

2. Legal Framework

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

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the [DfE's guidance on the school census](#), which explains the persistent absence threshold.

2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be

issued with a penalty notice or prosecuted.

2.5 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Following this date, a child must do one of the following:

- Stay in full time education - for example - at a college
- Start an apprenticeship or traineeship
- Spend 20 hours or more a week working or volunteering while in part-time education or training

2.6 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.7 The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.8 The register must record whether the pupil was:

- present
- absent
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

2.9 At our school the term attendance refers to those children and young people whose attendance registration information is shared with their home school for the purposes of

a) the home school accurately marking their register

b) keeping children safe by being clear on their whereabouts during the school day; therefore our focus for monitoring attendance is on those pupils who are not inpatients in a hospital. We will monitor the offer to pupils who are inpatients in hospital.

3. Safeguarding

3.1 Every pupil should be able to learn in an enjoyable and safe environment and be

protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3. Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti- bullying support, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

3.4 More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.

3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least one other contact numbers in case of emergency.

3.6 It is also important for parents and carers to regularly inform the school of any changes or any additional and specific vulnerability in relation to their child or home circumstances.

4. Categorising absence

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.2 Absence can only be authorised by the headteacher and cannot be authorised by parents and carers. All absences will be treated as unauthorised unless a satisfactory

explanation for the pupil's absence has been received.

4.3 Because our pupils are all vulnerable, parents and carers must advise the school by telephone on the first day of absence and provide the school with an expected date of return. Verbal explanations are acceptable where this is considered appropriate.

4.4 Absence will be categorised as follows:

4.4.1 Illness Parents and carers may be asked to provide medical evidence to allow the head teacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

4.4.2 Routine CAMHS/Medical/Dental Appointments Many of our children and young people have regular medical appointments. Parents and carers are advised, where possible, to make CAMHS, medical and dental appointments outside of the school day. Where this is not possible, pupils should return to school after their appointment or attend school for part of the day before it takes place. For pupils being taught in the home or virtually, we ask parents to avoid making an appointment at the time of their lesson.

4.4.3 Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

4.4.4 Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's site lead will make arrangements for work to be sent home.

4.4.5 Religious Observance MHS acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends. If parents/carers wish for their child to miss school due to religious observance, they should make a written request to the headteacher.

4.4.6 Study Leave Study leave may be granted for Year 11 pupils approaching GCSE examinations if this is appropriate.

4.4.7 Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

4.4.8 Late Arrival For our Leo Kelly site, the register closes at 9:30am. For virtual lessons, teachers make contact with the family if the child is 5 minutes late for their online lesson. The register closes for these pupils if they are 15 minutes late and no communication can be made with the family.

4.4.10 Unauthorised absence - Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the head teacher.

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school, the absence will be unauthorised.

4.5.3 See appendix 1 for the DfE attendance codes.

5. **Deletions from the Register**

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2013, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age. However, we advise against this.
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and

the local authority have tried to locate the pupil

5.2.1 MHS will follow Manchester City Council's Children Missing in Education Protocol when a pupil's whereabouts is unknown.

6. Roles and Responsibilities

6.1 The governing body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for pupils who are not hospital inpatients.
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The monitoring of pupil attendance is undertaken by the safeguarding governor and reported through the Curriculum committee and FGB.

6.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Supporting staff with monitoring the attendance of individual pupils

6.3 The designated Senior Leader responsible for School Attendance is responsible for:

- Offering a vision for attendance for Manchester Hospital School
- Monitoring attendance data
- Monitoring interventions to improve attendance
- Monitoring whole school and school-level absence data and reporting it to governors

The Site Leads for Leo Kelly School and Royal Manchester Children's Hospital will be responsible for (as appropriate):

- Leading attendance across their school
- Offering a clear vision for attendance improvement at their school site
- Evaluating and monitoring expectations and processes at their school
- Having an oversight of data analysis at their school

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families at their school
- Ensuring the processes for following up absence or lateness are adhered to by all staff at their school

6.4 The Business team undertake the following roles relating to attendance

- Being the initial point of contact for families to report absence
- Providing the site lead with key information at a set point every day so that responses are timely and ensure pupils are safe
- Providing regular attendance reports to school leaders and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

6.5 Teachers and designated TAs

Teachers and designated TAs are responsible for recording attendance on a daily basis, at the time of the lesson using the correct codes, and submitting this information to the school office on Arbor.

6.5 The Business team

The Business team will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the site lead in order to provide them with more detailed support on attendance

6.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day/timetabled session on time
- Call the school to report their child's absence on the day of first the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

6.7 Pupils

Pupils are expected to:

- Attend school when they are well enough to do so

7. Using Attendance Data

7.1 The school will:

- Report on attendance and absence data half-termly, termly, and yearly.
- Monitor attendance at an individual pupil level for those attending our day school - Leo Kelly School and being taught in their home or in the community.
- Identify whether there are groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing body.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

At MHS, all pupils are unwell. For this reason, our attendance analysis includes both statutory attendance data and planned attendance data. A number of pupils at MHS have time-limited part-time attendance in order to facilitate their medical treatment and/or their reintegration to a full-time education and in order to meet their individual needs. Therefore, a pupil may have a low statutory attendance (they may only attend mornings as part of their reintegration to full-time education), however, they may attend 100% of the sessions required on their reduced timetable. For that reason, we monitor and analyse 'MHS' attendance' as well as statutory attendance data. 'MHS attendance' is the total number of present marks out of the total number of possible attendance marks (as a percentage) for sessions on their multi-agency-agreed timetable. Using both measures enables a deeper understanding of the attendance patterns across the school and for individual pupils.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Many of our pupils fall into these categories.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Never accept 'no reason' given for non-attendance. Every absence will be chased up speedily.

8. Support Systems

8.1 At our school we recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the most appropriate support and to accept the support that is offered or advised.

8.2 MHS also recognise that our pupils are those who require additional support to attain good attendance; they all have special educational needs, some have physical or mental health needs and some of our pupils may also be migrant/refugee pupils and/or children looked after by the local authority.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Escalation of attendance approach
- Referrals to supporting agencies such as Early Help

- Pupil Voice Activities
- Home visits
- Emotionally-based school avoidance materials
- Trauma-informed approaches
- Time limited reduced time-tables
- Reintegration support packages
- Change of curriculum pathway

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, MHS will work closely with the home school who may consider the use of legal and sanctions and escalate to CSC.

8.5 Use of reduced timetables

In order to support our pupils to access full-time education successfully, a number of our pupils have a temporary reduced timetable. These are created for pupils when medical needs prevent the pupil from attending full-time and a re-integration package is required to make progress towards full-time attendance.

All reduced timetables will be:

- Temporary with agreed dates for review
- Reviewed every 4 weeks
- Only extended when the medical needs of the pupil require extension
- Agreed with parents and home schools

The site lead for Leo Kelly school conducts placement reviews every 4 weeks. The reviews include views from key staff from the pupil's home school, pupil / parent voice and the views of health in order to make informed decisions on any changes to the pupil's timetable. The aim of these meetings is to ensure that the pupil has an appropriate timetable for their individual needs and every effort is made to increase the pupil's contact time with school.

The reduced timetable does not prevent any pupil from attending school on a full-time basis as soon as they are able to do so.

Appendix 1: Attendance codes

The DfE released guidance for schools, governing bodies and local authorities with a view to improving school attendance in May of 2022. This guidance includes the codes which should be used in the attendance register (these have been summarised below). The full guidance can be found here:

https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working_together_to_improve_school_attendance.pdf

Absence and attendance codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at school

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

- Registration code / \: Present in school / = am \ = pm

Present in school during registration.

- Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole Session.

- A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate. (COVID-19), which comes into effect from 09 August 2021 for use throughout the 2021 to 2022 school year 11.

Present at an approved off-site educational activity

An approved educational activity is where a pupil is taking part in supervised

educational

activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- Code B: off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

- Code D: dual registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

- Code J: at an interview with prospective employers, or another educational Establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

- Code P: participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

- Code V: educational visit or trip

This code should be used for attendance at an organised trip or visit, including

residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

- Code W: work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised absence from school

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

Absence codes when pupils are not present in school are as follows:

- Code C: leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

- Code E: excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

- Code H: holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

- Code I: illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

- Code M: medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

- Code R: religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

- Code S: study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

- Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised absence from school

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

- Code G: holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

- Code N: reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

- Code O: absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as Unauthorised.

- Code U: arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent not attending in circumstances relating to coronavirus (COVID-19) For the school year 2021 to 2022, a new category was added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum for further information, including advice on the application of Code X.

- *Code X: not attending in circumstances relating to coronavirus (COVID-19)

(This code is not counted as an absence in the school census)

This code was used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from the United Kingdom Health and Safety Agency (UKHSA) or the Department of Health and Social Care any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- In line with our transition to living with COVID-19 and the latest public health advice, we are no longer advising schools to record pupils who are not attending school because of COVID-19 using Code X (not attending in circumstances related to coronavirus).

Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test schools should record this using Code I (illness) unless another more appropriate code applies. Schools no longer need to record pupils who do not attend for reasons related to COVID-19, using Code X.

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.

Administrative codes

The following codes are not counted as a possible attendance in the School Census.

- Code X: not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend and their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there.

- Code Y: unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- the school site, or part of it, is closed due to an unavoidable cause the transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the

school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity) This code is collected in the School Census for statistical purposes.

- Code Z: pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Code #: planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Appendix 2: Timetable change - letter to parents



Manchester
Hospital School

(Parent's Name)
(Child's Home Address)
(Postcode)

(Date)

Dear **PARENTS NAME**,

As you are aware, following our discussions we have decided to move **NAME** from **Kx** to **Kx**. The reason for this is with a view to **insert the intended outcome**. This will be reviewed with you on **insert date** by **insert name of member of staff**.

Please contact MHS If you require support with transport for **NAME** to attend school.

If you would like some more information or wish to discuss this further please contact **insert name of member of staff** on 0161 509 2368.

Yours sincerely,

Janet Doherty
Headteacher