



Attendance Policy

Driffield School and Sixth Form

Approved by:	Board of Trustees	Date: February 2024
Last reviewed on:	June 2024	
Next review due by:	June 2027	

Contents

1. Aims
 2. Legislation and guidance
 3. Expectations
 4. Specific roles and responsibilities
 5. Recording attendance
 6. Authorised and unauthorised absence
 7. Strategies for promoting good attendance
 8. Attendance monitoring
 9. Sixth Form attendance
 10. Monitoring arrangements
 11. Links with other policies
 - Appendix 1: Key school contacts
 - Appendix 2: Attendance codes
 - Appendix 3: Improving attendance flow-chart
 - Appendix 4: Timings of the school day
-

1. Aims

Driffield School and Sixth Form is committed to ensuring all its students receive a full-time education which maximises opportunities and achievement for all. For students to gain the most from their time at Driffield School and Sixth Form, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting students and their parents and carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all students.
- Ensure that all students access full-time education which meets their needs and allows them to reach their potential.
- Strive to provide a welcoming, caring and safe environment where each student can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure students have the support in place to attend school
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality

2. Legislation and guidance

- This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our trust's funding agreement and articles of association.

3. Expectations

3.1 What you can expect from our school

Our school will:

- Promote good attendance and punctuality and investigate any unexplained and/or unjustified absence
- Encourage students to attend school regularly through the provision of engaging learning opportunities that are appropriate to their needs
- Support students to secure good attendance and punctuality
- Work hard to build supportive relationships with students and their parents/carers
- Provide parents/carers with a clear statement of attendance on students' reports
- Work closely with parents/carers where student absence is a cause for concern
- Support students returning to school following prolonged absence
- Work closely with the LA Education Welfare Service and relevant external agencies
- Only remove a student from the school roll when they have legally left
- Inform the Governing Body of attendance levels as part of each KPI report
- Where required, provide information for the prosecution of parents/carers whose children do not attend school and who do not have a substantive reason

3.2 What we expect of our students

Students are expected to:

- Attend every timetabled session on time
- To be punctual to tutor time and all lessons
- Ensure all messages and notes in planners from parents/carers regarding attendance are shared with their tutor

In addition to the above, students in the sixth form are expected to:

- Call the school to report their absence before 9am on the day of the absence and each subsequent day of absence

3.3 What we expect of our Parents/Carers

Where this policy refers to a parent/carer, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends school every day on time, unless they are too ill do so
- Contact the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their children
- Ensure that, where possible, appointments for their child are made outside of the school day
- Work with the school where support to improve their child's attendance is being offered
- Avoid arranging term time holidays

4. Specific roles and responsibilities

4.1 Form tutors

All form tutors are responsible for:

- Building supportive relationships with students in their group and discussing with students the reasons for absence when returning to school
- Ensuring that all students update weekly attendance records in their planners
- Using tutor time one day per week to discuss the importance of attendance and punctuality
- Accurately recording AM registers for all students, marking those who arrive during registration at L (late)
- Informing Heads of Year where concerns or patterns of attendance are identified

4.2 Subject teachers

All subject teachers are responsible for:

- Take an accurate register for the class within the first 10 minutes of the lesson, followed by a head count (separate registers to be taken for double lessons)
- Challenge lateness of all students and accurately record on the Abor register and in the student planner
- Actively promote the importance of good school attendance and punctuality
- Passing information regarding absence to the attendance team
- Follow up patterns of absence of lateness with the relevant Head of Year
- Speaking to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work

4.3 School Attendance Officer

The school Attendance Officer is responsible for:

- Monitoring attendance levels of all students
- Meeting on a regular basis with Head of Year and the Senior Leadership Link to discuss students with under 50% and 95% attendance, including reporting on vulnerable group attendance
- Sharing information with wider school staff as appropriate
- Liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and students
- Supporting students with difficulties in school

- Making home visits and welfare checks if appropriate to meet with parents or carers
- Informing parents or carers of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Discussion with the line manager where a decision is made to take action against parents/careers for the non-attendance of a student
- Monitoring attendance and implement Fast Track Procedure if appropriate
- Taking part in truancy sweeps under direction of the police or SLT
- Adopting a multi-agency working practice to support families with attendance
- Liaising with the Local Authority Education Welfare Service where persistent or significant concerns arise, together using a wide range of strategies to monitor and improve attendance of all pupils, for example:
 - Attendance Action plans
 - Parenting contracts
 - Penalties
 - Fast track procedures
 - Prosecution
 - Education Supervision Order
- Ensuring that students are entered for the half termly 100% attendance draw
- Providing 100% attendance certificates (termly)

The attendance officer is Richard Johnson and can be contacted via 01377 253631 or office@driffieldschool.org.uk

4.4 School Attendance Administrative Staff

This role is responsible for:

- Ensuring registers are being completed and informing SLT link where there are persistent concerns of non-completion
- Entering absence information (ensuring correct codes are used) from absence emails, notes or telephone calls
- Update and maintain pupils' personal data/contact details
- Make necessary amendments to Abor data
- Collating leave of absence/holiday forms for SLT
- Conducting first day calling, as directed
- Providing student attendance data to tutors on a weekly basis
- Providing weekly analysis of attendance data to SLT
- Provide tracking data for attendance and punctuality as required

4.5 Head of Year/House and Post 16 Pastoral tutor

The Head of Year/ Post 16 Pastoral tutor is responsible for:

- Monitoring attendance on a weekly basis (more frequently, where concerns about a student's attendance persist) [Reasons for absence and absence codes for post 16 students are recorded on Abor by the post 16 pastoral tutor]
- In conjunction with the Attendance Officer, ensure absence e-mails/notes are being provided and phone calls/emails from parents are logged

- Swiftly identifying and providing support for poor attenders/students with problems in school likely to affect their attendance
- Working with the Attendance Officer to explore with students, parents/carers the reasons for non-attendance and take appropriate follow-up action
- Creating intervention and/or reintegration plans in partnership with students and their parents/carers
- Arranging for work to be sent home if a student is likely to be absent for a known period of time
- Developing a support package, including the consideration of a phased return, where a student is returning after a long absence from school

Information and contact details regarding the Heads of Year can be found in the student planner.

4.6 The designated senior leader responsible for attendance at each school (senior attendance champion)

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Deborah Dalton and can be contacted via 01377 25361 or at office@driffieldschool.org.uk

4.7 Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Where necessary, issuing fixed-penalty notices

4.8 The local governing body

The local governing body is responsible for:

- Promoting the importance of school attendance across the trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the school
- Making sure staff receive adequate training on attendance
- Holding the headteachers to account for the implementation of this policy

To support this, governors receive information about school attendance and absence rates at each local governing body meeting

5. Recording attendance

5.1 Attendance register

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.40am each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken at 1.30pm and will be kept open until 2pm.

5.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by leaving a message on the school's attendance line (01377 253631 Ext 2) or by emailing office@driffieldschool.org.uk.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent/carer will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school through the attendance line or office email in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Students arriving late to school will be required to attend a lunchtime detention on the day they are late.

5.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the attendance team will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the student's emergency contacts, we may contact police and other relevant local authority agencies
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents/carers to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with consider further action as detailed in section 6.2 below

5.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This information will be included in the formal reports which are sent to parents during the year. Where a child's attendance is causing concern the school will contact parents/carers in order to make them aware of the attendance level and offer support to improve attendance.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. An 'Exceptional Absence Request Form' should be completed which is accessible via school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- A family bereavement and/or attendance at a funeral
- A visit to a University/College, either to attend an open day or interview
- An approved sporting activity recognised by the National Body for that sport
- Sporting competitions
- Examinations

6.2 Legal action to enforce school attendance

Local authorities and schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

In line with statutory guidance ([working together to improve school attendance](#)) headteachers will decide whether it is appropriate to issue a penalty notice for any student where their attendance meets the national threshold for issuing a penalty notice

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, The Education Alliance Board of Trustees is committed to building strong relationships with families to ensure students have the support in place to attend school. With this in mind, they have agreed that headteachers will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child's attendance
- Issuing a fine would be counterproductive.

7. Strategies for promoting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed on a fortnightly cycle by the Attendance Officer and Head of Year to identify trends in key groups, including vulnerable students, year groups and individual students. Following thorough data analysis, the following staged approach will be followed:

Stage 0 - Stage 0 refers to the approaches taken to promote high attendance for all students across school. Please see actions below:

- Continued monitoring of attendance to identify and intervene with attendance concerns early
- On a student's third day of absence without valid and accepted reason, a welfare check will be conducted at the home address
- Regular planned assemblies and tutor activities highlighting the importance of good school attendance and punctuality
- Weekly recording of student attendance in planners, during registration
- Clear displays near pastoral offices showing weekly attendance
- Assemblies and tutor activities highlighting the importance of attendance and punctuality
- Regular communication with parents to promote the benefits of good school attendance
- Parents/ carers of all absent students, without reason provided, will be contacted by the school ascertain reason for their absence on their first day of absence
- If as student is absent for a third day without a valid reason, a welfare check will be conducted at the home address
- Parents of students with an attendance below 93% will receive an email offering support from the relevant Head of Year.

Stage 1 - Where a student's attendance falls below 92% this will be investigated by the Attendance Officer and Head of Year. If there are unauthorised absences, the parent/carer and student will be issued with a Stage 1 Attendance Letter informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation).

Where there are no unauthorised absences, this will be monitored for improvement internally for a period of two to six weeks (depending upon the situation). If attendance does not improve over this period, parents / carers will be issued with a Stage 1 Attendance Letter, as above.

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0.

Stage 2 If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 2 Attendance Letter, informing them that their attendance has not improved and offering further support from the student's Head of Year. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 3 – If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 3 Attendance Letter and be invited into school to meet with the Attendance Officer and Head of Year to agree an Attendance Action Plan. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 4 - If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 4 Attendance Letter. This will invite them to an attendance panel where the school will put forward a recommendation to the Local Authority for prosecution for non-attendance at school.

Where a student is on Stage 3 or Stage 4 of the above at the end of an academic year and has not improved their attendance to above 92%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

- Monitor whole school and sub groups attendance and absence data half-termly, termly and yearly across the school and fortnightly at an individual student level
- Identify whether or not there are particular 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 local governing body

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data half termly 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

8.3 Using data to improve attendance

The school will:

- Provide regular attendance information to tutors, and other school leaders, to facilitate discussions with students 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

8.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Follow the staged approach in section 7
- Hold regular meetings with the parents/carers of students who the school 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

9. Sixth Form attendance arrangements

The procedure for managing sixth form attendance is as follows:

Reporting Absence – NOTIFY AND AUTHORISE

In EVERY case of absence students must **NOTIFY** us that they will be absent for the day or part of the day and then on their return **AUTHORISE** their absence as follows:

In case of illness – NOTIFY

Students or their parents/ carers must inform the school if they are unable to attend lessons for part or all of the day. Please ring on 01377 232365 (direct dial – please write this number down somewhere by your phone) or call the mobile on 07855 224487. Calls will be made to the school from 8.45am to 10.30am or if necessary a message left on voicemail at an earlier time. If they are also absent the following day, there must be a call for each day of absence.

On returning to school following absence – AUTHORISE

On return to school, students must go to the pastoral tutor on the morning of return. They can “self-certify” their absence in certain conditions (see below) OR authorise their absence to include a letter from a parent or responsible adult.

Students are allowed a maximum of 3 episodes of self-certified absence per term (each episode for self-certification must be no longer than 3 days), or 10 days of self-certified absence per school year after which they must bring supporting evidence such as a letter from parents/ carers or a doctor’s note.

If they know that they are going to be absent

Notify the pastoral tutor before the absence takes place. For this absence to be authorised, evidence of the absence must be produced **ONLY BEFORE THE EVENT** (see Appendix 1: Examples of Authorised and Unauthorised absence with examples of the type of evidence required to support an authorised absence).

Failure to adhere to the attendance policy will result in the following consequences:

1. Initial letter to parents/ carers and form tutor involvement expressing concern.
2. Sixth Form Leader’s intervention including strict monitoring process with formal warning sent home.

Parents/ carers invited into the Sixth Form with consideration of your place in the sixth form.

Punctuality and attendance are essential. If students are falling short in these areas, tutors will inform the pastoral tutor so that these students can enter the attendance process.

Where students are late to the lesson, tutors will a late mark on the register so that things can be followed up.

After 3 late marks students will need to attend an “Academic Catch Up” session one evening from 3.30-4.30 in order to catch up on work missed through lateness.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Senior Leader with responsibility for attendance. At every review, the policy will be approved by the full local governing body

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

Appendix 1: Key School Contacts

Name	Role	Email
Mike Evans	Assistant Headteacher & Strategic Lead for Attendance	michael.evans@driffieldschool.org.uk
Alice Hickey	Attendance Improvement Officer	alice.hickey@driffieldschool.org.uk
Richard Johnson	Attendance Officer	richard.johnson@driffieldschool.org.uk
Jack Davison	Pastoral Director	jack.davison@driffieldschool.org.uk
Damon Jenkinson	Head of Bronte House	damon.jenkinson@driffieldschool.org.uk
Beth Wing	Head of Holtby House	bethany.wing@driffieldschool.org.uk
Olivia Windmill	Head of Johnson House	olivia.windmill@driffieldschool.org.uk
Adam McDonald	Head of Mortimer House	adam.mcdonald@driffieldschool.org.uk
Karin Parsons	Head of Year 7	karin.parsons@driffieldschool.org.uk
Liz Kennedy	Head of Year 8	liz.kennedy@driffieldschool.org.uk
Carly White	Head of Year 9	carly.white@driffieldschool.org.uk
Georgia Blake	Head of Year 10	georgia.blake@driffieldschool.org.uk
Kelly Potter	Head of Year 11	kelly.potter@driffieldschool.org.uk
Julie Bateman	Sixth Form Pastoral Tutor	Julie.bateman@driffieldschool.org.uk

Appendix 2: Attendance Codes

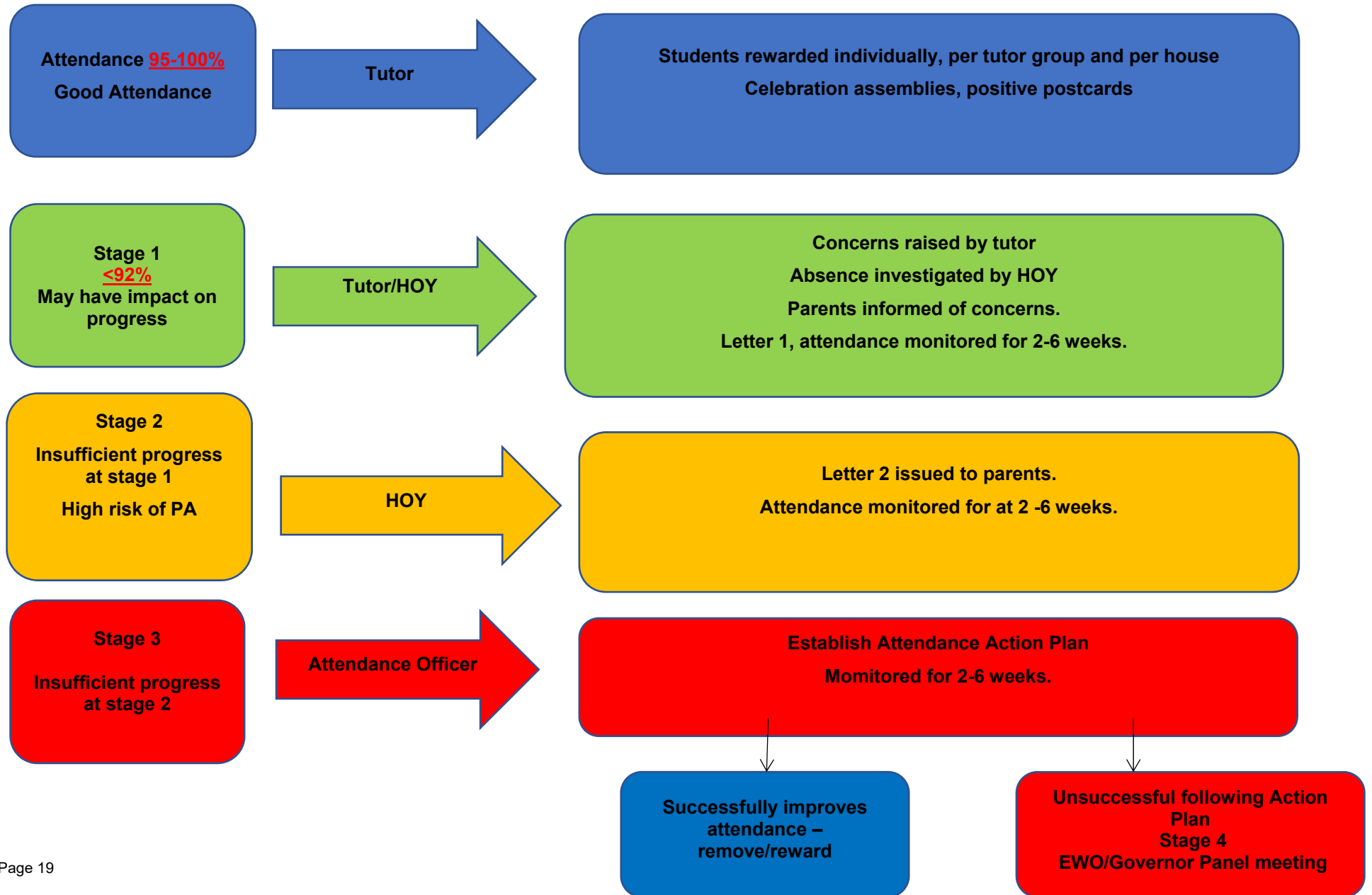
The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 3: Driffield School And Sixth Form Attendance Flow Chart 24-25



Appendix 4: School Day Timings

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05	Tutor Period 08:45 – 09:05
Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time
Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10	Period 1 09:10 - 10:10
Morning break & Period 2 10:10 – 11:35	Movement time	Movement time	Break - West 10:10 – 10:30	Break - North 10:10 – 10:30	Break - West 10:10 – 10:30	Break – SFC 10:10 – 10:30	Movement time
	Period 2 10:15 – 11:15	Period 2 10:15 – 11:15	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:30 – 11:30	Period 2 10:15 – 11:15
	Break - North 11:15 – 11:35	Break - West 11:15 – 11:35	Movement time	Movement time	Movement time	Movement time	Break - SFC 11:15 – 11:35
Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35	Period 3 11:35 -12:35
Lunchtime 12:35 – 13:25	North playground or AstroTurf	West playground or AstroTurf	West playground or AstroTurf	North Canteen 12:35 onwards <i>(first sitting)</i>	West Canteen 12:35 onwards <i>(first sitting)</i>	Sixth Form Centre	Sixth Form Centre
	North Canteen 12:50 onwards <i>(second sitting)</i>	West playground or AstroTurf	West Canteen 12:50 onwards <i>(second sitting)</i>	North playground or AstroTurf	West playground or AstroTurf		
	North playground or AstroTurf	West Canteen 13:05 onwards <i>(third sitting)</i>	West playground or AstroTurf	North playground or AstroTurf	West playground or AstroTurf		
Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25	Period 4 13:25 -14:25
Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time	Movement time
Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30	Period 5 14:30 -15:30