



FIRST BRIDGE SCHOOL

Attendance Policy



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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the efficient, full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

2. Definitions

“The school” and “First Bridge School” are represented by First Bridge Education and will be referred to as either First Bridge School or the school, throughout this policy.

“Parents” includes the parents, guardians, or carers of a pupil.

“The Attendance Officer” and “The School” will be used synonymously throughout the policy.

“The Teaching Staff” includes Room Leads, Group Leads and Senior Therapists.

3. Scope

This policy applies to all pupils and their parents at First Bridge School.

Parents are made aware of this policy and its procedures for reporting absences as a part of their initial parent meeting (which usually takes place either before the pupils first day of admission, or on the day of admission), by the School. The policy can also be accessed at any time on the school website.

This policy is closely linked to the school’s Safeguarding Policy, Behaviour Policy and Exclusion Policy. These policies can also be found on the school website.

4. Legislation & Guidance

This policy meets the requirements of “Working Together to Improve School Attendance” guidance, issued by the Department for Education (DfE) and refers to the DfE’s statutory guidance on school attendance parental responsibility measures.

The following legislation sets out the legal powers and duties that govern attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- Working together to improve school attendance (2024)
- The School Attendance (Pupil Registration), (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024



This policy also refers to the DfE's guidance on the school census, which explains and defines the persistent absence threshold.

5. Roles and Responsibilities

The following defines the roles and responsibilities of all who are involved in ensuring that children attend school.

5.1. Role of The Board of Directors

The Directors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Making sure the school's attendance management process are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Regularly (Termly) monitor the school's attendance targets, and provide feedback to the school leaders when action is required
- Holding Headteacher/Principal to account for the implementation of this policy

5.2. Role of The Principal / Headteacher

The Principal/Headteacher is responsible for:

- Implementing the Attendance Policy and ensuring it is reviewed at least annually
- Set an annual attendance target that is realistic but challenging
- Monitoring school-level absence and reporting that data back to The Directors
- Keeping up to date with all current legislation and guidance on attendance
- Managing pupils' absence requests and keeping accurate log of such requests
- If necessary, submitting child missing education notifications
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development.
- Making sure dedicated training is provided to staff with specific attendance function in their role, including in interpreting and analysing attendance data
- Communicating with the local authority when pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Sharing information from the school register with the local authority including:
 - a) Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - b) Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - c) Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

5.3. Role of The Senior Leadership Team

The Senior Leadership Team are responsible for:



- Leading on attendance throughout the school, monitoring and overseeing the roles of other staff
- Meeting with the Attendance Officer regularly (half-termly) to review pupil attendance data and identifying areas of focus or improvement
- Delivering specific strategies to address poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

5.4. Role of The Attendance Officer

The Attendance Officer is responsible for:

- Taking calls and FAMILY App messages from parents on a day-to-day basis and recording it on the school system
- Completing school attendance registers in line with the First Bridge School Policy, twice daily, at the start of both the morning and afternoon sessions
- Following up, in the first instance via telephone, with the parents for any unexplained absences
- Following the initial telephone call on the first day of any unexplained or unauthorised absence, sending an email to parents, outlining:
 - a) what was discussed and agreed in the telephone call, and
 - b) the responsibilities of the parents to follow the attendance policy.
- Ensuring any pupils who are late report to the main school reception, before entering the classrooms
- Checking that the FAMILY app and HubMIS registers are completed daily at both morning and afternoon sessions, as soon as the registers close (9:30am and 1:30pm)
- Following up on any persistent absences and lateness, or any absences of concern with parents
- Acting early to address patterns of absence, and providing appropriate and necessary support, individualised to each family
- Meeting half-termly with the Senior Leadership Team to review pupil attendance data
- Monitoring and analysing attendance data, and providing the Senior Leadership Team with half-termly attendance reports, highlighting areas of concern
- Sending letters to parents, in consultation with the Senior Leadership Team, if further action is required
- Liaising with the Education Welfare Service (EWS) in Hammersmith & Fulham, to gain advice and information when required
- Providing the Local Authorities with any information they require on attendance data, following the guidance from the Department for Education, “Working Together to Improve School Attendance”

5.5. Role of The Clinical Lead

The Clinical Lead is responsible for:

- Analysing half-termly attendance data and reports from the Attendance Officer
- Being aware of any pupils whose attendance is of concern and offer a clear vision for attendance improvement, specific to that pupil
- Arranging calls and meetings with parents to discuss attendance issues, in liaison with the Attendance Officer
- Supporting the Attendance Officer in following up any persistent absences or any absences of concern
- Acting early to address patterns of absence and lateness, recommending and providing appropriate support



5.6. Role of School Administrator

The School Administrator is responsible for:

- Completing the entries of appropriate attendance codes on HubMIS
- Registering pupils on the FAMLY App
- Informing the School if a pupil in their class has not arrived by 9:30am or 1:30pm
- Liaising with Headteacher about pupils who have not arrive at school on time and the next course of action

5.7. Role of The Teaching Staff

The Teaching Staff are responsible for:

- Communicating with SLT if they have any concerns about pupil's attendance
- Supporting the Senior Leadership Team, where requested or required, on improving and implementing programmes of support to address persistent absence or lateness

5.8. Role of The Pupils

Pupils are responsible for attending school regularly and arriving on time. Due to all of our pupils having special education needs or level of learning difficulties/disabilities, our pupil may experience additional challenges with timely arrival.

5.9. Role of The Parents

The parents are responsible for:

- Ensuring their child attends school every day
- Informing the School, via telephone to the School number, on the first day of absence, before 8:30am, and each subsequent day of absence, and advising when their child is expected to return.
- Requesting any planned absences with the Principal/Headteacher in advance (e.g. family holidays, exceptional circumstances, religious holidays) via the Pupil Absence Request Form, at least one-half term prior to the date of planned absence (two weeks in advance)
- Providing the School with appointment letters for all medical appointments and admissions (including A&E), that occur during the school day.
- Ensuring where possible, all appointments are made outside of the school day
- Providing First Bridge School with more than one emergency contact number for their child

6. The School Day

The school day starts at 9:00am and finishes at 4:00pm. The school day is split into two 'sessions', a morning session, starting at 9:00am and finishing at 12:00pm, and an afternoon session, starting at 1:00pm and finishing at 4:00pm. Lunch and playtime takes place for all pupils who attend full-time education with First Bridge School, between 12:00pm – 1:00pm.

First Bridge School is open, and can provide education to pupils, for up to 48 weeks per year.



7. Procedures

7.1. Registration

Attendance Registers will be completed by the School Administrator (not delegated), or by Headteacher in their absence on FAMLY app and HubMIS. Headteacher will review the attendance registers daily. The information logged on the FAMLY App is also shared with parents, so that parents of pupils who are transported to school via Local Authority transport services, are aware when their child has arrived safely at school.

Register will be open from 9:00am-9:30am for the morning session, and 1:00pm-1:30pm for the afternoon session.

See Appendix 1 for the DfE attendance codes.

We will keep entry on the attendance register for 6 years after the date on which the entry was made.

7.1.1 Amendments to the Attendance

Any amendments to the attendance register will include:

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

7.2. Lateness & Punctuality

Pupils who arrive after the registers are closed should report to the main reception. Their name, classroom, arrival time and reason for lateness will be recorded on HubMIS by adding a comment to their attendance entry with appropriate code to reflect the reason for absence.

The School/ School Administrator will update the registers accordingly.

It is the responsibility of the parents to ensure that they proactively plan to allow ample time to arrive at school for 9:00am. This includes taking into consideration any 'usual' or 'unusual' traffic conditions (included planned road closures, train/bus strikes etc). It is not justification enough to arrive late to school, due to transportation.

Should there be extenuating circumstances as to why there may be a pattern of lateness (e.g., behavioural challenges with the pupil), it is the parents' responsibility to proactively seek advice, programming, and support, from the pupil's Clinical Supervisor. Until such arrangements have been made with the school, an authorised or unauthorised late mark will be applied.

Pupils will be marked as 'authorised late' if they arrive at main reception between 9:05am-9:30am or 1:05pm-1:30pm, or 'unauthorised late' if they arrive at main reception after the registers have closed*.



** There are sometimes circumstances where this may be extended e.g., where school transport is delayed and is in no way a fault of the pupil/parent. This will be at the discretion of the Attendance Officer and Senior Leadership Team*

7.2.1. Punctuality Support Plans (PSPs)

Parents will receive a Punctuality Letter if a pupil is late on more than 3 occasions within one half term. This letter highlights the importance of the pupil's punctuality to school.

Parents will receive a second Punctuality letter, if the pupil is late on 3 more occasions, totally 6 late marks in one half term. This letter will invite the parents to a meeting to discuss strategies for improving the pupil's punctuality. During this meeting, a Punctuality Support Plan (PSP's) will be put in place, with the aim of supporting the family and the pupil in arriving on time for school. PSP's will be reviewed with the parents, no later than every 6 weeks, and sooner if lateness continues to be a problem.

7.3. Unplanned Absences

An unplanned absence is an absence that occurs on any school day, that has not been pre-requested for by the parent.

A pupil will be deemed absent from school when they are not physically present on school premises. Only First Bridge School can authorise an absence, if it is satisfied the reason is legitimate.

First Bridge School may authorise an absence in the following circumstances:

7.3.1. Illness, Medical and Dental Appointments

First Bridge School will need to be satisfied that the reason is legitimate. First Bridge School will ask for evidence of all appointments, including unplanned/unscheduled appointment (e.g., to the GP or A&E), that happen within the school day. If a pupil is sent home from school for sickness, the pupil may not attend school for a period of 48 hours following the initial absence, in line with the Medical Policy.

7.3.2. Family Bereavement

First Bridge School will always consider requests to attend funerals or to give pupils appropriate time to come to terms with such events. Where possible, for funerals whereby the date is known in advance, parents are requested to complete a Pupil Absence Request Form.

7.3.3. Requests for Family Holidays, Extended Trips Overseas & Early Finishes

Whilst parents can apply for holiday during term time, in accordance with the government's regulations, Head Teachers and/or Principals are no longer able to grant any leave of absence, other than in exceptional circumstances. However, First Bridge School will consider any application from parents and will consider the impact on the pupil's education, the time of year and the pupil's attendance record, which should be at 95% and above. First Bridge School will not authorise any leave of absence in the following circumstances:



- Where a pupil's attendance is below 95%
- Where a Local Authority pays for the provision of the pupil through an Education Health Care Plan (EHCP)
- Where a pupils EHCP states they require education delivered in addition to the typical school year, in order to meet their needs (over 39 weeks)

First Bridge School recognises that we provide access to education in excess of the legally required 39 weeks per year. First Bridge School provides access to education for its pupils for up to 48 weeks per year. Many of the pupils in our care require education delivered in addition to the standard 'school term', in order to meet their needs. If a child holds an Education Health Care Plan that states educational provision is to be provided for more than 39 weeks per year (39-48), then First Bridge School will require attendance of those pupils, for the legally outlined provision. In these instances, the procedures in this policy stand.

For those children who are legally required to attend for 39 weeks per year, but whose parents choose to fund privately, additional weeks, First Bridge is legally obligated to record attendance for the 39 weeks term time.

In addition to this, First Bridge School opening hours are 9:00am – 4:00pm, totalling 35 hours of education per week. Schools are required to provide a minimum of 32 hours of education per week to each pupil. First Bridge School again encourages all parents to ensure their children attend all available hours of education. However, parents can make a request in writing, to the principal/Headteacher, for an earlier finish, under reasonable grounds. Discretion on whether to honour the request, lies entirely with the Principal/Headteacher of the school, and a response will be made in writing to the parent. Such requests will be dealt with on a case-by-case basis, and take into consideration the pupil's attendance, educational needs, and will also consider our Clinical Team's recommendations for hours of service per week. Where the Local Authority are responsible for the payment of the placement of a pupil, they will be notified of such requests when they are made, and liaison will take place to ensure that a decision is made, in collaboration with Local Authority, in the best interest of the child.

7.3.4. Days of Religious Observance

Parents should seek permission from First Bridge School, via the Absence Request Form, to the Principal, at least two weeks prior to the event. The school should satisfy itself that the religious festival is related to the religion practiced by the family.

7.3.5. Other Exceptional Circumstances

These will be looked at individually, bearing in mind the considerations laid out above.

7.3.6. Reporting an Unplanned Absence

Parents must notify the school for the reason of absence on the first day of an unplanned absence by 8:30am, by either calling the school on 02030260095, or by messaging on the FAMLY App directly to the School. Please leave a message stating the pupil's name, reason for absence and indication of the expected return date and time.



Absences due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied by the authentication of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance of any change to the attendance register.

7.3.7. Attendance Support Plans (ASPs)

Parents will receive an Attendance Letter if a pupil is absent from school on more than 2 occasions in a half term (including an authorised absence). This letter will detail the importance of attendance and ask if the parents require any support in ensuring that attendance is improved over the remainder of the half term.

Every half term, attendance will be reviewed by the Senior Leadership team. Any pupils whose attendance falls below the 95% attendance expectations, will receive a second attendance letter. This letter will invite the parents to a meeting to discuss strategies for improving the pupil's attendance in the following half term. During this meeting, an Attendance Support Plan (ASP's) will be put in place, with the aim of supporting the family and the pupil in improving their attendance at school. ASP's will be reviewed with the parents, no later than every 6 weeks, and sooner if attendance continues to be a problem.

7.4. Planned Absences

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school of the appointment as far in advance as possible. Parents should request a leave of absence by emailing completing and returning the 'Pupil Absences Request Form and sending to general.manager.iw@firstbridgecentre.com. The form can be found on the school's website and at the end of this policy (Appendix 2).

Parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time possible. Where pupils are diagnosed with long-term illnesses that require frequent medical appointments, exceptions will be made.

Taking holidays in term time will affect the pupils' schooling. Parents are expected to assist by not taking their children on holiday during school time. To support families with planning holidays, the school publishes term dates in advance, and these are made available on the school website.

7.5. Following up on an Unexplained Absence

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

- Call the pupil's parent, or send a message on the FAMILY App, on the morning of the first day of unexplained absence, to ascertain the reason why their child is not at school. The parent



may respond via the FAMILY App in the first instance, however a telephone call with the parent, at some point within the school day will be required to discuss the absence. This will also apply on the second day of absence.

- If the school cannot reach any of the pupil's emergency contacts (of which there should be at least two on record), the school will contact the pupil's social worker (if applicable), or the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input as soon as the reason for absence is ascertained – this will be no later than five working days after the absence.
- Call the parent on each day that the absence continues without explanation and will ensure proper and appropriate safeguarding action is taken.
- On the third day of absence, where First Bridge School have still not been notified of a reason for the absence, a home visit will take place by two members of the Senior Leadership Team.
- On day three if a reason is not established having carried out all of the above, First Bridge School will inform the Initial Consultation and Advice Team (ICAT) in liaison with the Designated Safeguarding Lead, as well as the child's Local Authority.
- Social Care will be informed at every stage if the student is either on a CIN/CP Plan or considered a Looked After Child.

7.6. Reporting to Parents

The school will regularly inform parents about their child's attendance and absence as a part of the Annual Review and Termly Reports.

7.7. Reporting to Additional Bodies

The school will, when required and requested, share attendance and absence information with the Local Authority, and Government. The school will also, when requested, share attendance and absence information as part of a school inspection with Ofsted. During the sharing of this data, individual pupil information may be shared.

8. Authorised and Unauthorised Absence

8.1. Approval for Term Time Absence

The Principal/Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal/Headteacher's discretion, including the length of time that the pupil is to be absent for.

The school considers each request for term time absence individually, taking into consideration the specific facts, circumstances and context behind each request, as well as the pupil's attendance rates, and any previous requests for term time absence for the pupil.

Any request should be made in writing, using the 'Pupil Absence Request Form', at least 2 weeks before the absence is due to take place. This should be returned to general.manager.iw@firstbridgecentre.com where the Principal/Headteacher will consider your request. The Principal/Headteacher may request for additional supporting documentation or evidence to support their decision. The Principal/Headteacher will provide a written response to the parent, within five working days of receipt of the request. The response will also outline when the school is expecting the pupil to return. Parents should contact the school immediately if there will be any exceptional circumstances for a delay to the agreed return date.



Absence without the Principal/Headteacher's approval will be recorded as unauthorised in the school register and the above reporting procedures for Unexplained Absences will be followed.

9. Strategies for Promoting Attendance

Where there is concern for attendance, individualised strategies will be implemented according to each pupil and family's needs. The strategies may involve outreach support for the family, working with and providing training for transport providers, behaviour management strategies to support pupils such as token economy systems and school behaviour contracts.

Other incentives First Bridge School may use to encourage and reinforce good attendance are:

- Termly 'Improved Punctuality' certificates
- Termly class attendance cup with certificates and medals
- Termly Individual pupil 100% attendance certificates
- Yearly class attendance certificate

10. Attendance Monitoring

10.1. Monitoring and Analysing Attendance

Daily absences are monitored on an individual basis by the Attendance Officer, and reported to the Principal/Headteacher, and Designated Safeguarding Lead.

The Senior Leadership Team monitors, reviews and analyses attendance and absence rates half termly. During these meetings, the School Leadership Team will:

- Identify where or not there are any particular pupils whose absences may be a cause for concern and identify if targeted support is required.
- Look at historic and emerging patterns of attendance and absence for the whole school, across the school year, and devise strategies to address these patterns.
- Data for each term are collated and submitted to the Principal/Headteacher, who will present the data to the Board of Directors, when they meet Quarterly.

10.2. Using Data to Improve Attendance

The school will:

- Ensure key staff have access to attendance information to facilitate discussions with pupils and families where necessary.
- Use data to monitor and evaluate the impact of any interventions that are put in place, to inform future strategies.

10.3. Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of available school sessions. Severe absence is where a pupil misses 50% or more of available school sessions.



In the above instances the school will:

- Use attendance data to identify patterns and trends of persistent 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 late or absent to discuss attendance and engagement at school.
- Provide access to or make referrals to wider support services (such as Social Services) to remove barriers to attendance, as appropriate.
- Persistent and severe absence from school can be a safeguarding concern. The Safeguarding Team regularly reviews pupil absence and work with parents and professionals to support the family (e.g. liaison with Social Services, home visits)

10.4. Penalty Notice Code of Conduct

Local Authorities hold a legal Code of Conduct for issuing Penalty Notices in cases of Unauthorised Absences from any school or alternative provision. This applies to all pupils who attend schools within Hammersmith and Fulham, including academies, free schools and establishments where alternative provision is arranged under section 19 of the Education Act 1996. First Bridge Education falls within these parameters and the attached booklet provides advice regarding the issuing of penalty notices by the local authority (Hammersmith and Fulham).

10.5. Children Missing in Education (CME)

Governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. First Bridge School have in place appropriate safeguarding responses for children who go missing from education, particularly on repeat occasions. Where reasonably practicable, for every pupil, First Bridge School will ensure we hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Where First Bridge School staff have concerns about a pupil, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated and report the Designated Safeguarding Lead.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year unless the local authority requests for such information to be provided. Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil
- the full name and address of any parent with whom the pupil lives
- at least one telephone number of any parent with whom the pupil lives



- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

10.6. Welfare Checks

If at any time there is an agreement between First Bridge and parents (and the Local Authority where appropriate) that a pupil will be educated for a time at an alternative setting, then First Bridge will still have educational and welfare responsibility for that pupil for entirety of this duration. The school will need to complete welfare checks with the parents and pupil for the full duration of this occurring. These checks will be completed on a weekly basis, with the minimum expectation being a phone call with the parents, checking in on pupil welfare as well as educational progress. A video call needs to occur at least every third week, in which the pupil must be seen visually on camera and where possible the Pupil's personal views should be obtained. If at any point there are any concerns these should be raised and reported to the Designated Safeguarding Lead.

11. Version History

This is version three of First Bridge School Attendance Policy. This policy will be reviewed annually by Headteacher.

12. Links to Legislation and Guidance

Document	Location
Children Act 2004	http://www.legislation.gov.uk/ukpga/2004/31/contents
Data Protection Act 2018	http://www.legislation.gov.uk/ukpga/2018/12/contents
Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf
Equality Act 2012: Advice for Schools (DfE) May 2014	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf
Parental responsibility measures: attendance data collection (PRM-A) 2019 guide to the collection of attendance penalty notices, parenting contracts, parenting orders and attendance case management August 2019	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/827308/PRMA_data_collection_guide_2019v1.0.pdf
Department for Education Children Missing Education (CME) September 2016	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
Department for Education Statutory guidance on Alternative Provision – January 2013	https://www.gov.uk/government/publications/alternative-provision



Department for Education Keeping Children Safe in Education	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
The Education (Pupil Registration) (England) Regulations 2006 (and amendments)	http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made
The Education (Pupil Registration) (England) (Coronavirus) (Amendments) (No.2) Regulations 2020	https://www.legislation.gov.uk/uksi/2020/816/contents/made
The Education Act 1996, 2002, 2011	http://www.legislation.gov.uk/ukpga/1996/56/contents
Hammersmith and Fulham policy guidance for safeguarding pupils missing in education. Children Missing Education (ACE Team) - 2021	https://www.lbhf.gov.uk/sites/default/files/section_attachments/2_2_ace_cme_policy_august_2021.pdf

13. Related Policies

Safeguarding Policy 2023
Behaviour Policy 2023

Appendix 1 – Statutory Attendance Codes

The following codes are taken from the DfE's statutory guidance 'Working together to improve attendance'.

Code	Definition	Scenario
Authorised Attendance Codes		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late but before the register has closed



K	Attending education provision arranged by the LA	Must have been set up by the Local Authority and not the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Work experience	Pupil is on work experience placement
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school (not a sporting activity or work experience) e.g. taster day, courses elsewhere, unregistered alternative provision arranged by school
Absent – Leave of Absence		
C1	Participating in regulated performance	Pupil is taking part in employment paid or unpaid (not work experience) or regulated employment abroad
M	Medical/dental appointment	Pupil is at medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Year 11 pupil is on study leave during their public examinations
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is to be educated temporarily on a part-time basis in agreement with the parent
D	Dual registered	Pupil is attending a session at another setting where they are registered
C	Any other authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances (including old code H)
Absent – Other Authorised Reasons		
T	Parent travelling for occupational purposes	The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business, and the child is travelling with them.
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental)	School has been notified that a pupil will be absent due to illness
E	Excluded	Pupil has been excluded but 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 LA has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Transport normally provided by the LA not available
Y2	Widespread disruption to travel	Cause by local, national or international emergency



Y3	Part of the school premises closed	Premises is unavoidably out of use and pupil cannot attend any other part of the premises
Y4	Whole school is closed	If any session is cancelled unexpectedly due to the whole school site being closed
Y5	Pupil is in criminal justice detention	Pupil is in police custody or being questioned by the criminal justice system
Y6	Public health guidance or Law	Following government guidelines to avoid transmission of infection or disease
Y7	Any other unavoidable cause	Must be an emergency that affects the pupil and not the parent, even if the parent has done all they can to avoid the absence
Absent - Unauthorised Absence		
G	Unauthorised holiday	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
N	Reason not established	School is not satisfied with reason for pupil's absence or no other code applies
O	Unauthorised absence	No reason established/school not satisfied with reason given for unattendance (no other code applicable)
U	Arrival after registration	Pupil arrived at school after the register closed
Administrative Codes		
Z	Prospective pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Pupil Absence Request Form

Pupil Absence Request Form

Full name of Pupil		Class	
Start date		Start time	
Return date		Return time	



Reason for absence (<i>please tick as appropriate</i>)	Medical/Dental appointment	Illness/sickness	Holiday	Other (<i>please specify</i>)

Please provide detailed reason for absence:

Please return the form completed to general.manager.iw@firstbridgecentre.com or hand it in at First Bridge School reception

Parent/Guardian/Carer name:
Signature:
Date:

First Bridge School Use Only

Absence Code (*please circle*)

C	E	H	I	M
R	S	T	X	Y

Attendance to date (%):

Reviewed By:

Job title:

Date:
