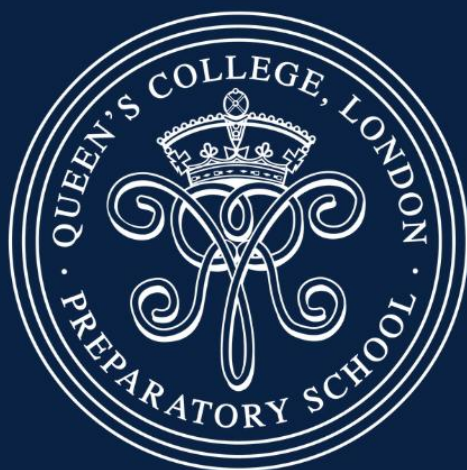




ATTENDANCE POLICY

Queen's College, London

and

Queen's College Preparatory School

(including Early Years Foundation Stage)

Due for review Summer 2027

Purpose of the Policy

This policy sets out how Queen's College London and Queen's College Preparatory School promote, monitor and support good attendance and punctuality, in accordance with statutory guidance.

Aims

Queen's College, London and Queen's College Preparatory School (hereafter the School) are committed to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Scope

This policy applies to all pupils of the School and to parents, staff and governors responsible for supporting attendance, both on and off site where relevant.

Definitions

Attendance terms used in this policy (e.g. authorised absence, persistent absence, severe absence) follow Department for Education definitions.

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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles and responsibilities

All members of the school community have a role in supporting good attendance.

The Council

The Council is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure that the SLT members in the School fulfil expectations and statutory duties, including:
 - Making sure the School records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the School works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the School's policies and ethos

- Making sure the School's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the School has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping SLT focus improvement efforts on individual pupils or cohorts who need it most
- Working with SLT to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole School and repeatedly evaluating the effectiveness of the School's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the School is struggling with attendance, working with SLT to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The School's legal requirements for keeping registers
 - The School's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Principal of Queen's College and the Co-Heads of Queen's College Preparatory School (QCPS) to account for the implementation of this policy

The Principal of the College and Co-Heads of QCPS

As headteachers, the Principal and Co-Heads are responsible for:

- The implementation of this policy at the School
- Monitoring school-level absence data and reporting it to the Council
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, and where pupils with SEND face in-school barriers
- Communicating with the local authority (in which the pupil resides) when a 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
- Communicating the School's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leaders are responsible for:

- Leading, championing and improving attendance across the College and QCPS
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section "Supporting pupils who are absent or returning to school")
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

Form Tutors and Teachers

Form Tutors and teachers are responsible for recording attendance, with the correct codes (see Appendix 1), for the morning and afternoon registration session, using the correct codes, and submitting this information to the school office on the same day. For the afternoon session in the prep, teaching staff who teach period 15 at 13:30 will register pupils, using the correct codes, and submit this information to the school office on the same day.

School office staff

School office staff will:

- Receive emails from parents about absence to the designated email and record it on the school register system.
- Oversee the AM and PM registrations to ensure accurate completion by teachers, reconciling any anomalies.
- Where a pupil is not present for registration and is unaccounted for, the office staff will invoke the Missing Pupil Procedure by undertaking a system of checks to locate the pupil, escalating to a member of the senior leadership team if a pupil cannot be found.
- Place phone calls home to check pupil whereabouts if a pupil cannot be located or if there are queries about their absence.
- Triage telephone calls, dealing with those that they can and transferring any that they cannot to the relevant pastoral leads where appropriate, in order to provide them with more detailed support on attendance

Parents

Where this policy refers to a parent, it refers to the adult/s the School decides is most appropriate to work with, including:

- All natural parents, whether they are married or not unless a court order is in place to stipulate that this does not happen
- All those who have parental responsibility for a child or young person unless a court order is in place to stipulate that this does not happen
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time

- Call the School office 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 one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Heads of Year/ Heads of Section/ Deputy Head Pastoral at the College and Co-Heads of Pre-Pre and Prep at QCPS. These members of staff can be contacted via the front office for each site.

Pupils

Pupils are expected to:

- Attend school every day, on time.
- Attend lessons on time.
- Attend AM and PM registration and, where permission is given for them to participate in another form or study or activity, to comply with the registration protocols around that, if any.
- At the College, all pupils must tap onto the Inventory System with their ID card each time they enter or leave the building. This allows staff to know who is on site in the event of an emergency or to verify any attendance queries.

Strategies for promoting attendance

The School promotes the importance of attendance via newsletters and parent reception evenings, as well as during form times and assemblies for all pupils. At the College, attendance is monitored on a weekly basis by form tutors, Year Tutors and Heads of Section.. At the Prep, attendance is monitored by the admin officer responsible for attendance, alongside the Deputy Head Pastoral. The School sends termly attendance updates to parents to help them oversee their child's attendance and to encourage improvements where this is possible. These updates will include reference to those pupils who drop below 90% in a half term, whose parents will receive an email from our attendance team and possible further communication from the Year Tutor or Head of Section, or the attendance team. Should we see no improvement by the next half term further contact will be made with the family to organise a phone call or meeting. Pupils are educated on the importance of excellent attendance and punctuality.

Recording attendance

Attendance register

The School will keep an electronic attendance register, and place all pupils onto this register.

The School will take the 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 pupil 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 1 for the DfE attendance codes.

The School will also record:

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

The School will keep every entry on the attendance register for six years after the date on which the entry was made.

The school day at the College starts at 8.35am and ends at 4.05pm. At QCPS, the school day starts at 8.15am with a soft start until 8.35am and has a staggered finish. For pupils in EYFS

and Pre-prep, the day finishes at 3:20pm; for pupils in Forms III to Form VI the day finishes at 4pm. On Friday, pupils in pre-prep finish at 3.10pm and those in prep finish at 3.30pm.

Pupils must arrive at the College by 8.30am and at QCPS by 8.35am on each school day.

The register for the first session will be taken at both the College and at QCPS at 8.35am. Both registration sessions will close at 9.05am. The register for the second session will be taken at 1.50pm in the College and will be closed at 2.10pm. In QCPS the second session will be taken at 1.30pm and close at 1.50pm.

Unplanned absence

The pupil's parent 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. At the College, they can do this by emailing the school office staff via absence@qcl.org.uk; at QCPS they can do this by emailing absences@qcps.org.uk.

The School will mark absence due to physical or mental illness as authorised, unless the School has a genuine concern about the authenticity of the illness.

Where the absence is longer than five 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. It will not ask for medical evidence unnecessarily.

If the School is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the School as above in advance of the appointment. The office teams will then pass the email forward for relevant approval:

At QCPS request for absence must be authorised by the Co-Heads.

At the College request for absence of a day or more must be authorised by the Principal.

However, 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 necessary.

Other possible term-time absences are outlined in Section "Authorised and unauthorised absence". Requests for these to be approved should be submitted by the parent as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed at 08:45am (9.05am in QCPS) will be marked as late and having arrived after the registers have closed and this will be counted as an unauthorized absence.
- The School monitors lateness. At QCPS parents will be contacted if pupils are consistently late and a plan will be put in place to ensure the pupil is on time. At the College, pupils are given a Friday after school detention (4.15-5.00pm) if they are late to 3 morning registrations during any half term period. Parents are informed of this. Punctuality data at the College is reviewed on a weekly basis and if we notice any issues then a plan will be put in place for individual pupils.

Following up unexplained absence

Where any pupil that is expected to attend school does not attend, or stops attending, without reason, the School will:

- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the School cannot reach any of the pupil's emergency contacts, the School may consider contacting social services or the police if they have concerns as to the whereabouts of the pupil. Refer to Section "Missing Pupils."
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the School will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil 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: issue a notice to improve, a penalty notice or other legal intervention (see section "Sanctions" below).

Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section "Parents" above) about their child's attendance and absence levels. This information will be provided in half-termly reports. The purpose of this is to ensure parents are aware

of the cumulative effect of a pupil's absence on their overall attendance perspective. In some cases, mitigating circumstances will apply around a pupil's absence and these may be acknowledged as such by the School with supportive measures being put in place around these. Despite such mitigation, the School will still share regular updates with parents.

Authorised and unauthorised absence

Approval for term-time absence

The Principal of the College/ Co-Heads of QCPS will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Principal/ Co-Heads will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the national [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Principal's/ Co-Heads's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least a week before the absence. The Principal/ Co-Heads may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental health illness) and medical/dental appointments (see sections "Unplanned absence / Planned absence" for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If

necessary, the School will seek advice from the parent's religious body to confirm whether the day is set apart

- If the pupil is currently suspended or excluded from the School (and no alternative provision has been made)

Other reasons the School may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Reporting to the Local Authority (15 days consecutive or cumulative absence)

If the School has reasonable grounds to believe a pupil has missed (or in some cases will miss) 15 days consecutively or cumulatively because of sickness, they will provide the local authority with the pupil's full name and address, in accordance with [Working together to safeguard children 2026](#). This is to help the school and local authority agree if there is any provision needed to ensure continuity of education for all pupils.

Sanctions

The School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the School may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)

- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear time frame of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

The School will work closely with families to remove barriers preventing attendance. Attendance plans will be tailored to meet the needs of individual pupils. The School will also adjust timetables, including offering staggered returns, if appropriate. The School will work with the nurse and counsellors as well as external partners such as CAMHS and Children's Services to remove barriers to attendance.

Pupils who are struggling with a significant barrier may have a reduced timetable. Pupils will be required to attend a minimum of 80% of their reduced timetable to remain at the College. The School may ask for pupils to remain at home during study periods and only come into the College to attend lessons and co-curricular clubs.

Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the local authority, in which the pupil resides.

At QCPS, the form tutor will be the point of contact with the family and work will be sent home if deemed appropriate.

The College will offer pupils additional support such as a teacher mentor of their choice; daily check-ins with a member of the pastoral team; and in exceptional circumstances and with the authorisation of the Deputy Head Pastoral and/ or Deputy Head Academic, work will be sent home.

Pupils returning to school after a lengthy or unavoidable period of absence

To support pupils back into School after a lengthy or long period of absence, the School will work with families to produce a plan to meet the needs of the individual. This plan could include a staggered return; a reduced timetable (including homework) and a peer or teacher mentor. Where appropriate, work for core subjects will be prioritised.

Attendance monitoring

Monitoring attendance

The School will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

Data will be collected each term and relevant data will be shared with the local authority. The underlying school-level absence data is published alongside the national statistics.

The School will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the School's governing body – the Council.

Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section “Reducing persistent and severe absence” below)
- Provide regular attendance reports to the pastoral team, Learning Enhancement Team (prep) and the Neurodiversity and Adaptive Learning Department (College) to facilitate discussions with pupils and families, and to the governing board and school leaders.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil’s absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

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. Reducing persistent and severe absence is central to the School’s strategy for improving attendance.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the School (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the School will sensitively consider some of the reasons for absence

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the DSLs at Queen's College and QCPS. At every review, the policy will be approved by the Council.

Missing pupils

Should a pupil not arrive at school the following procedure will be followed:

- a) Day 1: The front office will continue to call and email home throughout the day until we get a response. They will alert the DSL that the pupil has not arrived at school by 9.30am and will keep them updated throughout the day.
- b) Day 2: The front office will continue to call and email home until we receive a response. The Principal will write to parents expressing concern and asking parents to get in touch immediately. Efforts can be made to obtain the pupil's phone number to see if we can make direct contact.
- c) Day 3: The front office will continue to call and email home until we receive a response. Members of the Pastoral team will conduct a welfare check and visit the pupils' house to see if we can establish contact with the family.

This process should continue until the child has been found. Should the school be concerned about a child's safety they may contact the local authority, social services or the Police. After 10 days a child can be reported as a Child Missing in Education to the local authority.

At the College, where a pupil is unaccounted for during the course of the day, including at PM registration, the front office will take the following sequential:

- Visit the classroom where the pupil should be to check they haven't just arrived
- Check on the peripatetic timetables (music, drama, language) to see if the pupil is there
- Check the trips or activities register

- Telephone the School Nurse, DSL, School Library and Thrive Centre to see if the pupil is there
- Check on InVentry
- Inform the DSL or a member of SLT that the pupil is unaccounted for
- Email all staff to see if someone has the pupil with them
- Telephone the parent or ask that the DSL or SLT telephone the parent to let them know their child cannot be found and to see if they are aware of their whereabouts

At the Prep School, where a pupil is unaccounted for during the course of the day, including at PM registration, the front office will take the following sequential:

- Visit the classroom where the pupil should be to check they haven't just arrived
- Check to see whether the pupil has signed out
- Check whether the pupil has a peripatetic lesson or is involved in another trip or activity
- Telephone the School Nurse to see if she is with them
- Notify the DSL or a member of SLT that a search of the building is required
- Email all staff to see if someone has the pupil with them.
- Telephone the parent or ask that the DSL or SLT telephone the parents to let them know that their child cannot be found and to see if they are aware of their whereabouts.

Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection policy
- Queen's College Behaviour Management and Discipline policy
- Queen's College Preparatory School Behaviour policy

Appendix 1: 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: • 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

Policy information

Policy Title	Attendance Policy
Version	v. Approved
School	Queen's College London Queen's College Preparatory
Category	Pupil Conduct, Pastoral & School Life
Statutory policy	Yes
Policy owner 1	DSL
Policy owner 2	
Approval	SLT
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Yes
Staff notified	In progress
Review date	Summer 2027