



Pupils Attendance & Punctuality Policy

Nurturing today's young people, inspiring tomorrow's exemplary citizens

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SECTION 1 – POLICY STATEMENT

AJI is committed to providing a high-quality education for all its pupils, thus allowing them to lay solid foundations for their futures. For pupils to reach their full educational potential, a high level of school attendance is essential.

At AJI, we strive constantly towards maintaining high pupil attendance levels; the importance of regular and punctual attendance is regularly conveyed to pupils and their parents.

School attendance is subject to various governmental laws; this policy is written to reflect these laws, and the guidance produced by the DfE. This policy also contains the procedures that will be used to meet set attendance targets.

We will examine our attendance figures on an annual basis and review our systems for improving attendance at regular intervals, in order to ensure that we are achieving our attendance targets.

SECTION 2 – SCHOOL PROCEDURES

Any pupil who is absent from school in the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school).

Only the Headteacher or a member of staff acting on her behalf can authorise absence. If there is no known reason for an absence at registration, then the absence will be recorded in the first instance as unauthorised.

SECTION 3 – LATENESS

Morning registration takes place at the start of the school day at 8.15am. Afternoon registration takes place at 1.00pm

The registers remain open for 30 minutes; any pupil arriving after registration is closed will be counted as statistically absent (unauthorised) unless there is an acceptable explanation.

Regular lateness will result in a phone call home to parents.

SECTION 4 – ABSENCES FOR LEGITIMATE REASONS

Parents are expected to contact the Main Office well in advance of any potential absence, so that leave may be given, and the absence can be authorised.

If a pupil has been absent, and there has been no parental contact, then we will endeavour to contact their parents via telephone.

In case of medical appointments, an appointment card should be available to the school upon request. If leave of absence is necessary for such purposes, parents should inform administration staff via telephone, as early as possible prior to the absence.

If leave of absence is required for a family wedding, an invitation card should be made available to the school upon request.

For boarding pupils, all requests for exeats (leave from the boarding house) and overnight or weekend absence must be made in writing by a parent/carer or educational guardian in advance, and recorded showing who collected the boarder and the expected time of return, in line with National Minimum Standard 11.2. A member of staff will confirm the boarder's safe return before the register is next taken.

SECTION 5 – CONTINUED ABSENCE

In the event that a pupil has been absent without explanation for ten consecutive days (and parental contact has not been possible), we will notify Bolton's Inclusion Officer; details of any action taken by the school will be included in the referral.

Unexplained absence is treated as a potential safeguarding concern in line with Keeping Children Safe in Education 2026. Where a pupil's whereabouts cannot be accounted for, or the school has concerns that a pupil may be at risk of harm, radicalisation, criminal or sexual exploitation, or forced marriage, the Designated Safeguarding Lead will be informed immediately and appropriate action taken without waiting for the ten-day threshold to be reached, in accordance with the school's Child Protection and Safeguarding Policy and the Children Missing Education statutory guidance.

For boarding pupils, staff will follow the school's Missing Boarder procedure (National Minimum Standard 20.6) immediately if a boarder cannot be located within boarding hours, including liaising with the police where appropriate, rather than waiting for the pattern of absence described above.

We will also notify the Inclusion Officer if a pupil has left (or has been taken off roll) because they are going to be educated otherwise than at school, because they no longer live locally, because they have a serious long-term illness, because they are in custody, or because they have been permanently excluded for any reason, as long as they are still of compulsory school age.

SECTION 6 – FREQUENT ABSENCE

In cases where a pupil begins to develop a pattern of absences, we will try to resolve any issues with the parent(s) of the pupil. If this is unsuccessful, the school will seek advice from the Education Welfare Officer.

SECTION 7 – PROMOTING ATTENDANCE & PUNCTUALITY

AJI will use any opportunities that arise, in order to remind parents and carers that it is their responsibility to ensure that their children attend school to receive their education.

Pupils receive certificates for 'best attendance' as an incentive and example for others to follow.

SECTION 8 – HOLIDAY IN TERM-TIME

Parents will be reminded of the effect that absences can have on a pupil's potential achievement. In line with regulations, term-time holidays of any kind will no longer be authorised unless there are exceptional circumstances that warrant such a holiday – in which case parents/guardians will be required to fill out an *Application for Discretionary Leave of Absence* (form available upon request) prior to any booking. Cheap flights or hotel prices, or the fact that parents have booked a holiday before checking with the school, do not count as exceptional circumstances.

SECTION 9 – THE REGISTRATION SYSTEM AND THE KEEPING OF REGISTERS

By law, registers must be kept for at least three years. Entries in manual paper registers must be in ink; all corrections must be visible (thus, no correcting fluid may be used).

At AJI, attendance data from paper registers will be logged periodically onto a computer file. These computerised registers will be printed out at the end of every month, and eventually collated into annual volumes.

Alternatively, electronic back-ups may be made, which would also need preserving for a minimum of three years.

SECTION 10 – THE USE OF ATTENDANCE CODES

The codes in the table below will be used to record attendance information; administration staff should familiarise themselves with their meanings using the DfE guidance '*Working together to improve school attendance*' (DfE statutory guidance, in force since September 2022, most recently updated July 2026). Under the July 2026 edition, the register must be taken at the same time for all registered pupils in both the

morning and afternoon sessions, and the school will notify a pupil's youth offending team worker, where applicable, of any unexplained absence. Brief descriptions are given in **Appendix 1**.

School attendance codes

Code	Description	Meaning
I	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
C	Authorised absence as pupil is absent due to other authorised circumstances	Authorised Absence
C1	Participating in a regulated performance or undertaking regulated employment abroad	Authorised Absence
C2	Leave of absence due to a part-time timetable	Authorised Absence
E	Pupil is excluded with no alternative provision made	Authorised Absence
I	Illness (NOT a medical appointment)	Authorised Absence
M	Medical/dental appointments	Authorised Absence
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
J1	Attending an interview for employment or for admission to another educational institution	Authorised Absence
B	Approved education activity as pupil being educated off site (NOT dual registration)	Approved Educational Activity
P	Approved sporting activity	Approved Educational Activity
V	Approved educational visit or trip	Approved Educational Activity
W	Approved work experience	Approved Educational Activity
K	Attending education provision arranged by the local authority	Approved Educational Activity
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
N	No reason yet provided	Unauthorised Absence
O	Unauthorised absence not covered by any other code/ description	Unauthorised Absence
U	Pupil arrived after registers closed	Unauthorised Absence

School attendance codes

Code	Description	Meaning
D	Dual registered (at another establishment)	Not counted in possible attendance
X	Non-compulsory school age children, not required to be in school	Not counted in possible attendance
Z	Pupil not yet on roll	Not counted in possible attendance
#	Planned whole or partial school closure	Not counted in possible attendance
Q	Lack of access arrangements provided by local authority	Not counted in possible attendance
Y1	Transport normally provided not being available	Not counted in possible attendance
Y2	Widespread disruption to travel	Not counted in possible attendance
Y3	School premises partially closed	Not counted in possible attendance
Y4	Whole school site being unexpectedly closed	Not counted in possible attendance
Y5	Pupil is in criminal justice detention	Not counted in possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendance

Present

Authorised Absence

Approved Educational Activity

Unauthorised Absence

Not counted in possible attendance

N.B: The Department for Education states that if a pupil's absence is recorded using codes B or K, the nature of the approved education activity (in the case of code B) or education provision (in the case of code K) must also be recorded in the register.