Attendance Policy and Procedure

The Perse School

January 2024

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Key School contacts

Designated senior lead for attendance	
Upper School -Deputy Head (pupil development and welfare)	Email: ewwiseman@perse.co.uk Telephone number (term time): 01223 403896
Prep School – Deputy Head	Email: tpknowles@perse.co.uk Telephone number (term time): 01223 403925
Pelican School (including EYFS provision) – Deputy Head	Email: teankin@perse.co.uk Telephone number (term time): 01223 403947
Key staff/contacts	
Upper School – Attendance Officer (Emma Graham)	Email: attendance@perse.co.uk Telephone (term time): 01223 403917
Prep School – Reception	Email: prepreception@perse.co.uk Telephone number (term time): 01223 403923
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1   Aims

1.1   This is the attendance policy of The Perse School (the **School**) which comprises the Relevant Schools (the Perse Pelican Nursery and Pre-Preparatory School including the EYFS setting ("the Pelican School"), the Perse Preparatory School ("the Prep School") and the Perse Upper School ("the Upper School").

1.2   The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3   The aims of this policy are as follows:

1.3.1   to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2   to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;

1.3.3   to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;

1.3.4   to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5   to help to promote a whole school culture of safety, equality and protection.

2   Scope and application

2.1   This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2   This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3   Regulatory framework

3.1   This policy has been prepared to meet the School's responsibilities under:

     3.1.1   Education (Independent School Standards) Regulations 2014;

     3.1.2   *Statutory framework for the Early Years Foundation Stage* (DfE, September 2023);

     3.1.3   Education and Skills Act 2008;

     3.1.4   Children Act 1989;

     3.1.5   Childcare Act 2006;

     3.1.6   Education (Pupil Registration Regulations) 2006;

     3.1.7   Equality Act 2010; and

     3.1.8   Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

3.2   This policy has regard to the following guidance and advice:

     3.2.1   Working together to improve school attendance (DfE, applies from September 2022);

     3.2.2   Keeping children safe in education (DfE, September 2023);

     3.2.3   School behaviour and attendance: parental responsibility measures (DfE, May 2020);

     3.2.4   Children missing education (DfE, September 2016);

     3.2.5   Supporting pupils with medical conditions at school (DfE, August 2017);

     3.2.6   Behaviour in schools: advice for headteachers and school staff (DfE, September 2022);

     3.2.7   Mental health and behaviour in schools (DfE, November 2018);

     3.2.8   Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

     3.2.9   Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

3.2.10 Remote education guidance (DfE, January 2023); and

3.2.11 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Policy on Safeguarding and child protection;

3.3.2 Risk assessment policy for pupil welfare;

3.3.3 Missing pupil procedures;

3.3.4 Policy on special educational needs and learning difficulties;

3.3.5 Disability policy;

3.3.6 Behaviour and discipline policy;

3.3.7 School rules; and

3.3.8 Parent Contract.

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the School Office during the School day.

4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the board of Governors.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has care of a pupil (i.e. lives with and looks after a pupil).

5.1.4 **DSLA** means the School's designated senior lead for attendance.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the DSLA.

6.3   To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	DSLA	As required, and at least annually
Monitoring the implementation of the policy	DSLA	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	DSLA	As required, and at least annually
Formal annual review	Proprietor	Annually

7   The importance of good attendance

7.1   The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1   the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;

7.1.2   the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3   the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

7.1.4   that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5   children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8   School responsibilities

8.1   The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

8.2   The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

8.3   Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.4   The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.5   The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9   **Staff responsibilities**

        The DSLA

9.1   The Proprietor has appointed a senior member of staff of the Relevant School's leadership team as DSLA to have overall responsibility for championing and improving attendance in each school. Details of the individual appointed are at the front of this policy and are widely publicised within the Relevant School.

        9.1.1   The DSLA's responsibilities are:

                (a)   to formulate a clear vision for attendance improvement;

                (b)   to evaluate and monitor expectations and processes;

                (c)   to have oversight of and analyse attendance data; and

                (d)   to communicate clear messages on the importance of attendance to pupils and parents.

9.2   **Staff with specific responsibilities for attendance:**

        9.2.1   The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

                (a)   have a formal routine for registers being taken accurately each morning and afternoon;

                (b)   seek explanations of absences required from pupils on their return to School;

                (c)   make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the School;

                (d)   look out for trends or patterns in a pupil's attendance and lateness and inform the DSLA of any specific concerns;

                (e)   inform the DSLA of any known future absences for pupils;

                (f)   liaise with pastoral staff and discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.

9.3   **All staff**

9.4   The School ensures that all teaching and non-teaching staff know the importance of good attendance and punctuality and are consistent in their communication with pupils and parents.

9.5   Teaching staff deal with lateness to lessons consistently and promptly and consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies. The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10   **School arrangements**

10.1   The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendix 1 - Appendix 3.

11   **Monitoring attendance**

11.1   The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

11.1.1 monitor and analyse weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

11.1.2 use this analysis to provide information to class teachers/tutors to facilitate discussions with pupils;

11.1.3 Provide pastoral staff with information about pupil attendance (including the Head of Learning Support and Designated Safeguarding Lead);

11.1.4 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.5 benchmark attendance data to identify areas of focus for improvement;

11.1.6 devise specific strategies to address areas of poor attendance identified through data;

11.1.7 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.8 provide data and reports to the Proprietor to support its work.

12   **Pupil responsibilities**

12.1   School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2   Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to punctually attend all timetabled lessons;

12.2.3   they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

12.2.4   they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

12.2.5   any unexplained absence will be followed up;

12.2.6   persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

  (a) offers of support to seek to identify and address any barriers to attendance;

  (b) communication with parents;

  (c) reporting to other agencies such as children's social care; and

  (d) sanctions against them or their parents in line with the School's behaviour policies.

12.2.7   If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor (Upper), Form Teacher (Prep), Class Teacher (Pelican) or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13   Additional needs

13.1   The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2   The School will make reasonable adjustments[1] where a pupil has a disability that affects their ability to attend School regularly.

13.3   It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed[2].

13.4   Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance[3].

13.5   Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

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[1] In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.
[2] The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'
[3] See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

14   Parent / carer responsibilities

14.1   The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

14.2   This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

14.3   The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.4   Expectations the School places on parents can be found in Appendix 1 of this policy.

14.5   Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15   Training

15.1   **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

15.1.1   the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.2   the School's strategies and procedures for tracking, following up and improving attendance.

15.2   Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

15.2.1   the law and requirements of schools including on the keeping of registers;

15.2.2   the process for working with other partners to provide more intensive support to pupils who need it;

15.2.3   the necessary skills to interpret and analyse attendance data; and

15.2.4   any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

16   Information sharing

16.1   Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

17   **Record keeping and confidentiality**

17.1   All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

17.2   The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

18   **Version control**

Date of adoption of this policy	3rd January 2024
Date of last review of this policy	December 2023
Date for next review of this policy	December 2024 or earlier as required
Policy owner (SMT)	DSLA – Upper School DSLA – Prep School DSLA – Pelican School
Authorised by	Jonathan Scott On behalf of the Board of Governors

Appendix 1   School arrangements

1   Managing attendance

1.1   The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in Appendix 2 and Appendix 3 respectively.

1.2   The School expects all pupils to be present at School for the whole of the School day, usually from registration (see 3.1 below) to close[4] but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2   The role of parents / carers

2.1   The School expects all Parents to:

2.1.1   make any application for authorised absence at the earliest opportunity;

2.1.2   notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3   cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2   Parents of pupils should ensure their child attends School for morning registration.

3   Registration and attendance checks

3.1   Registration takes place as shown below:

		Morning Registration	Afternoon Registration
Sixth Form	Monday, Wednesday and Thursday	On arrival at school using a biometric registration boxes (or an alternative method if appropriate)	N/A
	Tuesday and Friday	Morning Tutor Period/Assembly (8:35-9.05am)	N/A
Year 7 - 11	All days	Morning Tutor Period (8:35-9.05am)	During lessons at 2-2:10pm
Prep School	All days	Morning Form Time (8:25-8:40am)	1:25-1:40pm
Pelican School	All days	8:35-8:45am	1:15-1:30pm

3.2   At the Upper School, registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after

[4] Upper School – 4pm
Prep School – 3.35pm
Pelican School – 3:15pm

morning or afternoon registration. At the Prep School and Pelican Schools staff will query where any pupil, not on the daily absence list, is missing.

3.3   The School uses E-Registration and Attendance Management Systems.

4   **Reporting absence**

4.1   if a pupil is to be absent from School for any reason, the parent / carer should contact the Relevant School by email / telephone on each morning of absence as follows:

Upper School	Attendance Officer; or Reception	01223 403917; or attendance@perse.co.uk 01223 403800	By 9:00 am
Prep School	Reception	01223 403923 Prepreception@perse.co.uk	By 8:30am
Pelican School	Reception	01223 403940 fsiddle@perse.co.uk	By 8:45am

4.2   where a pupil is ill, the School should be notified of the nature of the illness.

5   **Arrangements for reporting subsequent absence**

5.1   Absence will be recorded on the Attendance Register as set out in Appendix 3.

6   **Managing absence**

If a pupil is absent and their parent has not contacted the School, the parent will be called to find out the reason for absence in accordance with the Relevant School's missing pupil procedure. If a pupil's attendance is low or they are frequently late to school, the following may be used:

6.1   sending letters to parents or carers;

6.2   having a weekly tutor review;

6.3   creating attendance clinics;

6.4   using sanctions - under the *Behaviour and Discipline* policy with pupils or consultation with parents.

6.5   pupils returning to School after a longer absence may have adjustments or extra support put in place co-ordinated by their Form Tutor/Form Teacher/Class Teacher.

7   **Applications for authorised absence**

7.1   Applications for routine absence during the School day e.g. for medical appointments will only be permitted if made in writing to the form tutor (Upper School) / Deputy Head (Prep School) / class teacher (Pelican School).

7.2   Apart from illness, no pupil should be away from School without prior permission from the Deputy Head (pupil development and Welfare (Upper School) / Head or Deputy Head (Prep School) / Head (Pelican School).

7.3   Dental or medical appointments should be made during School holidays except in cases of emergency where the Deputy Head (pupil development and welfare (Upper School) / Deputy Head (Prep School) / class teacher (Pelican School) should be informed.

7.4   If a leave of absence is granted, it is for the Deputy Head (pupil development and welfare) (Upper School) / Head (Prep School) / Head (Pelican School) to determine the length of the time the pupil is permitted to be away from School.

7.5   Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

7.6   Any application for permission for non-routine absence from School should be made by Parents or carers and addressed to the Deputy Head (Pupil Development and Welfare) (Upper School) / Head (Prep School) / Head (Pelican School).

7.7   Only exceptional circumstances will warrant an authorised leave of absence from School. The School will consider each application for authorised absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Appendix 2   Admission register

1   **Admission register**

    1.1   In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:

        1.1.1   maintain an admission register of pupils admitted to the School (also known as the school roll); and

        1.1.2   inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points (except after the end of Year 11).

    1.2   The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended

    1.3   Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

        1.3.1   the full name of the pupil;

        1.3.2   the full name and address of any parent with whom the pupil lives;

        1.3.3   at least one telephone number of any parent with whom the pupil lives;

        1.3.4   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;

        1.3.5   name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

        1.3.6   the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

Appendix 3   Attendance register

1   **Attendance register**

1.1   Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the School has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.

1.2   The attendance of pupils of non-compulsory school age will be recorded in the same way to so attendance can be monitored, unexplained absences are investigated and the School can ensure their safety and welfare.

1.3   The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

1.4   The School is required by law to take attendance registers twice daily (for pupils up to 6th form) - once at the start of the morning session and once during the afternoon session.

1.5   On each occasion it will be recorded whether every pupil is:

1.5.1   present;

1.5.2   absent;

1.5.3   attending an approved educational activity;

1.5.4   unable to attend school due to an exceptional circumstance.

2   **Recording absence**

2.1   Absence will be recorded as set out in 3 and 5 below using national absence codes correlating to:

2.1.1   authorised absence;

2.1.2   excluded (while still on the admission register);

2.1.3   holiday authorised by the school;

2.1.4   illness;

2.1.5   medical or dental appointments;

2.1.6   religious observance;

2.1.7   study leave;

2.1.8   Gypsy, Roma and Traveller absence.

3   **Authorised absence from school**

3.1   All applications for authorised absence from school should be made with reasonable notice and addressed to the Deputy Head (Pupil Development and Welfare) (Upper School) / Head (Prep School) / Head (Pelican School)

3.2   Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for authorised absence individually taking into account the specific facts and circumstances and the relevant background context behind the request.

3.3   If a leave of absence is granted, it is for the Deputy Head (pupil development and welfare) (Upper School) / Head (Prep School) / Head (Pelican School) to determine the length of the time the pupil is authorised to be away from school.

3.4   Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

4   Remote education

4.1   The School is required to record all absence from in-person lessons.

4.2   The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

4.3   In the Upper and Prep Schools, remote learning will only be provided with the agreement of the Deputy Head (Teaching and Learning) and Assistant Head (Academic) respectively. This will only be for pupils who are away from school for health reasons or other exceptional circumstances for longer periods of time but are otherwise well enough to learn. In the Pelican, age-appropriate support will be provided on a case-by-case basis.

4.4   In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

     4.4.1   ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

     4.4.2   if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

     4.4.3   setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

4.5   There is no specific code for remote education and in these circumstances the attendance code used will be "authorised absence". Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

4.6   The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

5   **Unauthorised absence**

5.1   The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

5.1.1   holiday has not been authorised by the School or is in excess of the period determined by the Head;

5.1.2   the reason for absence has not been provided;

5.1.3   a pupil is absent from school without authorisation;

5.1.4   a pupil has arrived in school after registration has closed and without reasonable explanation.