



Policy for Attendance and Punctuality

Date of Policy: **March 2026**

Date of next review: **March 2027**

Version	Date	Author	Summary of Changes	Approved By
1.0	Mar 2026	Clare Wilkinson	New policy written to reflect the statutory guidelines for attendance and the increased focus in school (with Inclusive Attendance training).	Governing Body
1.1				
1.2				
1.3				

1. Purpose and Rationale

At Pinfold Street Primary School, we pride ourselves as being an inclusive school where we support all learners to fulfil their maximum potential.

We know that, at some point or other, children will be too ill to attend school. We also recognise that some children will need more time off school due to medical needs, we want all of our children to feel included, therefore, our **new attendance vision** is:

‘Our children attend school every day possible.’

Regular school attendance is crucial for your child’s development and success in the following:

- **Early Routine:** Establishing a regular attendance routine from the first years of school helps your child develop lifelong habits.
- **Familiarity:** Consistent attendance allows your child to get to know their teacher, classmates and other families, creating a supportive school community.
- **Sense of Belonging:** Regular attendance helps children feel connected to their school and fosters a sense of belonging.
- **Future Success:** Attending school regularly supports future educational opportunities and helps prepare your child for secondary school.
- **Skill Development:** School provides a platform for learning new skills, gaining confidence, and making informed decisions.
- **Social Interaction:** It offers opportunities to play with friends, participate in team activities, and engage in personal growth.
- **Confidence and Growth:** Regular school attendance contributes to building confidence, personal growth, and understanding of oneself.

Attendance at our school is recognition based where we will celebrate personal and collective achievements ensuring that no one is excluded from achieving.

Good school attendance is such an important part of preparing your child for life we have now reviewed our R.E.S.P.E.C.T values to include attendance.

Expectations – setting high expectations of themselves by **attending school every day possible** and having a **growth mindset**. See appendix 1 for our full R.E.S.P.E.C.T values.

We have committed to upskilling staff in school to enable us to provide our families with the best support possible, we are working with the local authority and we are proudly recognised as an Inclusive Attendance School. For further information on Inclusive attendance see <https://inclusive-attendance.co.uk/>

Mrs Wilkinson is our Senior Attendance Champion. She can be contacted by calling the school office on 0121 568 6366 or by email info@pinfold-st.walsall.sch.uk .



2. Legal Framework and Responsibilities

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) August 2024

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Summary Table of Responsibilities for Schools, Parents and Local Authorities:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

3. Roles and Responsibilities

At Pinfold Street Primary School it is **everybody's** responsibility to promote and support good attendance. This includes senior leaders, teachers, office staff, parents, pupils, and governors.

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.	Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
Only request leave of absence in exceptional circumstances and do so in advance.	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.	Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.	Offer opportunities for all schools in the area to share effective practice.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.		
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.		

https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf

Specific school staff that work on day to day attendance matters are:

- Mrs Beech (Head Teacher)
- Mrs Wilkinson (Assistant Head, Attendance Lead)
- Miss Kennedy (Attendance Officer)
- Mrs Carter (Attendance Governor)

- Instill Excellence (Educational Welfare Officer)
- Mrs Morgan (Parent Support Advisor)

If you would like to contact any of our team about attendance, this can be done by calling the school office on 0121 568 6366 or by emailing info@pinfold-st.walsall.sch.uk.

4. Attendance Register Procedures

The school gates will open at 8:45 am every morning to allow children a calm start to the school day. The school gates will begin to close at 8.55am.

After this time any children arriving will need to enter school via the front entrance where they can be signed in and select their lunch for the day.

Any child arriving after 9.00am will be recorded as late and given a 'L' code.

Children arriving after 9.30am will be recorded as a 'U' code which will have an impact on their overall attendance.

Morning registration opens at 8.50am and will remain open until 9am.

Afternoon registration is 1pm for Reception, Year 1 and Year 2. Afternoon registration is 1.30pm for Year 3, 4, 5 and 6.

It is essential that children arriving and leaving school with a parent/guardian outside normal hours are signed in or out from the office. The signing in/out system in the office is used in the case of an emergency or a fire drill.

Our paid breakfast club will be open from 8am and our free breakfast will be open from 8.20am. Once children are signed into breakfast club, our school staff will ensure that they are in their classrooms for registration time.

5. Authorised and Unauthorised Absence

Absences

School must be informed during the morning of the first day of a child's absence and a specific reason provided. We will not accept generic reasons for absence as 'poorly' or 'sick', specific details of the illness/sickness must be given.

You can report a child's absence by:

- ringing the school office and speaking to a member of the office, you can leave a message on the absence line, or
- email the school at info@pinfold-st.walsall.sch.uk

Your email will be picked up by a member of the senior leadership team who will share with relevant staff.

If your child is absent for several days, on the third day of absence our attendance team will carry out a **keeping in touch** visit completed by either **Instill Excellence** or a member of the school staff.

These visits are part of our commitment to being a caring and responsive school community.

Keeping in Touch Visits: Why They Matter

Maintaining strong communication and support for our pupils and their families is essential to their success and well-being. Our 'keeping in touch' visits are designed to:

- **Build positive relationships** between school staff, pupils, and families, fostering trust and open dialogue.
- **Provide tailored support** by understanding any challenges pupils may be facing at home or in the community.
- **Ensure ongoing engagement** with learning and school life, helping to address any barriers to attendance or participation early.
- **Promote pupils' well-being** by checking in on their social, emotional, and mental health needs.
- **Collaborate effectively** with families and external service providers to ensure pupils receive the right support at the right time.

Once your child's absence has been recorded the attendance team will make a decision as to whether the absence is authorised or unauthorised.

Authorised Absence

- ❖ An absence for sickness for which the school has granted leave.
- ❖ Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- ❖ Religious or cultural observances for which the school has granted leave.
- ❖ An absence due to a family emergency.

Unauthorised Absence

- ❖ Parents keeping children off school unnecessarily or without reason.
- ❖ Truancy before or during the school day.
- ❖ Absences which have never been properly explained.
- ❖ Arrival at school after the register has closed.
- ❖ Absence due to shopping, looking after other children or birthdays.
- ❖ Absence due to day trips and holidays in term-time which have not been agreed.
- ❖ Leaving school for no reason during the day.

School Attendance Management Process

If you do not report your child's absence then a telephone call will be made to check if the child/family are okay and whether any support is required. If we are unable to make contact with you we will aim to send a keeping in touch visit to your home.

If we are still unable to make contact a text message or email will be sent asking you to contact school as a matter of urgency (this is to make us aware of where your child is and whether they are safe and well).

Finally, if we do not make contact with you, we will contact Children's Services or the police to report our concerns and request additional support from them as this will be deemed as a safeguarding concern.

Daily

- All class registers will be marked accurately by class teachers either using the present code or the N code
- All daily absences will be scrutinised for reason and notification
- Reasons for absence will be screened to establish whether absence is authorised or not
- Parents will be contacted or visited when the reason for absence is not satisfactory or unknown
- Only the Attendance Officer/Lead can amend N codes based on the information gained from parents/carers and their knowledge of each child/family based on their current attendance
- Home visits by our attendance team will be made if no contact can be made via telephone
- Parents will be advised if the absence is to be recorded as unauthorised
- Pupils arriving late will be recorded as such in the register using a 'L' code if it is before 9.30am and a 'U – unauthorised' code if it is after 9.30am. For a full set of attendance codes, please see Appendix 2.

Ongoing

- All absences will be scrutinised for identification of repeat periods of absence or emerging patterns of absence
- Pupils having more than 3 periods of absence in the autumn term will trigger an attendance concern, and a meeting with school will be organised to identify any barriers/challenges.
- Further meetings or action will be required if no improvement is made
- Education Welfare Service will commence formal action on behalf of the Local Authority where:
 - attendance is below 90%,
 - the pupil is of compulsory school age
 - the majority of absence is unauthorised (5 in a 10 week period) unless medical evidence can be provided
 - and parents have not responded to action taken to improve the attendance
- Discussions with children to gain their thoughts on ways in which we can help them
- Letters sent to families if pupils are at risk of becoming Persistent Absentees
- Identification of children who need multi-agency involvement to support concerns or complexities which include absence or punctuality concerns
- Implementation of multi-agency involvement to support concerns or complexities of individual cases where there are absence or punctuality concerns.
- Ensure pupils with chronic medical conditions are well-supported
- Identify and monitor children who are repeatedly late for school and discuss the impact on this lateness in relation to the child's academic and social skills with parents/carers

Leave of Absence

Our school operates a **zero tolerance** policy in line with the local authority. Parents need to apply for leave of absence **in writing to the Head Teacher in advance**, outlining the following:

- First date and last date of leave of absence
- Name, address and date of birth of the child

- Full names of parents
- Names of siblings at other Walsall Schools
- Reasons for such a request
- Additional details to support leave of absence

Moving Schools

If your child is leaving our school to start a new school, you must inform us of the new school details. This enables us to ensure that every child is in education at all times. If we are not provided with this information the child is classed as '**missing from education**'. In this situation all cases will be referred to Walsall LA's School Attendance Support Team.

6. Follow up and monitoring

Attendance for **ALL** children is monitored regularly throughout the year by school and the local authority. Any unauthorised absences will remain on the child's record and will be reported to the school's Education Welfare Officer (EWO). If a child has a repeated number of unauthorised absences, the parents and guardians will be invited to visit the school and discuss any barriers.

The EWO may also visit the home and offer support in a variety of ways.

Punctuality is also monitored by the school and EWO and we will contact you regarding any patterns/issues that we see emerging in order to offer support.

Persistent Absence (PA)

Persistent absence is where pupils **miss 10%** or more of school, which is **equivalent to 19 days** or more, in a school year.

Schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and re-engage pupils and families. We will inform parents/carers throughout the year about how many days their child has missed from school and parents/carers can also check this themselves on the Arbor app.

Severe Absence

Severe absence is where pupils are absent from school more than they are present (those missing **50%** or more of school).

These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such, are likely to need more intensive support across a range of partners.

A concerted effort is therefore needed across all relevant services to prioritise them and offer sufficient support. In some cases, where medical evidence is not provided, a child with an attendance of below 50% can be classed as educational neglect.

At Pinfold Street Primary School we ensure that patterns of both persistent and severe absence are a focus of our regular data monitoring and identify pupils and cohorts who need targeted attendance support as quickly as possible.

We commit to our safeguarding responsibilities, therefore pupils who are persistently or severely absent may receive 'Keeping In Touch' visits on the first or second day of absence.

Children Being Absent From Education

If a pupil has an extended absence from school without an agreed reason, they may be classified as a **child missing from education**. This means the school and local authority may need to take steps to check on the child's well-being and ensure they continue to receive an appropriate education. It is very important to keep the school informed of any absences and provide reasons so we can support your child's learning and welfare effectively.

If a child is not in school for **10 consecutive days** the school will inform the EWO as this could be classed as a child missing education.

The Local Authority has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Days absent	Number of lessons missed	Attendance	Overall
1	5		Good attendance
2	10	99%	
3	15		
4	20	98%	
5	25		
6	30	97%	
7	35		
8	40	96%	
10 - 18	50 - 90	90% - 95%	At risk of becoming a Persistent Absentee
19+	Approximately 100 lessons	< 90%	Persistent Absentee
38+	Approximately 200	80%	
95+	Over half of the year	< 50%	Severely Absent

7. Support for Pupils with Attendance Challenges

Our aim at Pinfold Street Primary School is for children to attend school every day possible, therefore we will support any families where there are attendance barriers or challenges such as children:

- with social, emotional and mental health (SEMH) needs
- who may struggle separating from their parents/carers
- with specific medical needs

- with SEND needs
- who need additional safeguarding support
- who are dealing with a significant event in their life

Any family who needs additional support is encouraged to talk to a member of staff who will signpost you to the correct person. Support would be discussed on a one to one basis to ensure that what we can offer what is needed for your family.

Should a family need additional support to what we can offer in school we will be able to reach out to outside agencies for support and make referrals where needed. Referrals may include the school nursing team or 'Family Help'.

'Working Together to Improve Attendance' (2024) states; successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly, requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education

Please note, school does not receive any of the money from when a fine is issued.

From September 2024, the new National Framework for issuing penalty notices will apply.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

1

First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

2

Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

3

Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000.



8. Communication and Reporting

- Parents/carers will be advised of their child's current attendance and where this falls with the current expectations for attendance. This can also be viewed at any time on the Arbor App.
- Should you have any questions/queries or want an update about your child's attendance at any point please contact the school office or send an email to info@pinfold-st.walsall.sch.uk
- Full attendance reports will be presented to the governing body 3 times per year
- Walsall Local authority have access to school attendance and will regularly meet with school to discuss and issues/concerns/patterns emerging.

9. Safeguarding and Attendance

Schools have a statutory duty to safeguard all pupils. Keeping Children Safe in Education, 2025 states:

Children who are absent from education

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.

Parents and carers MUST communicate with school in order for us to offer your family the best support possible. School can also refer on to a variety of professionals should your family require additional support.

10. Review and Evaluation

This policy will be reviewed on an annual basis to reflect any changes in statutory requirements, best practice guidance and the evolving needs of our school community

Additional Policies aligned to the Attendance Policy at Pinfold Street Primary School:

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- SEND policy
- Pupil Premium Policy

Appendix 1: Our School Values

Equipping pupils with the skills and knowledge to be 'Prepared for Life'
<p style="text-align: center;">Pinfold Street's school values: <u>R.E.S.P.E.C.T</u></p> <p><u>Responsibility</u> – taking responsibility for their actions, how they react in situations and striving to lead a physically and mentally healthy and active lifestyle.</p> <p><u>Education</u> – trying their very best in all lessons to enable pupils to access 'life' through Building Learning Power.</p> <p><u>Skills</u> - developing emotional, social and communication skills and strategies to succeed.</p> <p><u>Pride</u> - having a sense of pride in themselves and everything they do in school and in the local area.</p> <p><u>Expectations</u> – setting high expectations of themselves by attending school every day possible and having a growth mindset.</p> <p><u>Community</u> - being a 'morally good citizen' and taking an active role in the community to make improvements.</p> <p><u>Teamwork</u> – showing respect equally to themselves and others, building healthy relationships and showing honesty, integrity, kindness and tolerance.</p>

Appendix 2: Coding Attendance in line with DFE guidance 2024:

Code /\ (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.