



Policy for Pupil Attendance

Mission statement:

"Enjoy, learn, achieve"

November 2018.

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Pupils, staff and parents are:

- Good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Respect all property
- Are supportive of others
- Always do our best
- We treat others as we would like to be treated

Mission statement: "Enjoy, learn, achieve"

Our whole school attendance target is 95.25%

This policy has been written with regard to DFE School Attendance, September 2018 and Children Missing Education, September 2016.

What does the law say and what do I have to do?

The guidance in DFE School Attendance, September 2018 summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

• The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5) • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013 • The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Admission and Attendance Registers .

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register.

All pupils (regardless of their age) must be placed on both registers.

The head of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Contents of Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most

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pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year – for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Pupils Moving to a New Address and/or School Where the parent of a pupil notifies the school that the pupil will live at another address

Schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school

Schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

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1 Attendance – Our Vision

100% attendance for every child

At Grove School parents, children, staff and governors believe that:

- Every child is important to and is valued by the school
- The school has a commitment to providing the highest possible standard of pastoral care, guidance, support and education and this is harder to achieve if children have poor attendance/punctuality
- Good attendance and punctuality prepares children for adult life
- We do not want children to experience feelings of isolation, being behind with work or being left out of school events.

It is therefore the responsibility of the whole school community to ensure all children attend school regularly and form good habits in punctuality.

2 Aims of the school policy on attendance

- To ensure we protect children from the negative outcomes of poor attendance and support all children to develop their full potential
- To ensure all staff, parents and the Governing Body are fully conversant with the school policy on attendance
- To ensure that there are procedures in place to monitor pupil attendance effectively and these are followed, resulting in good attendance for all pupils
- To ensure that all pupils receive their full entitlement to education throughout their school life
- To ensure that parents and carers are supported by school and external agencies through a process of early intervention and collaborative information sharing
- To promote good attendance and reduce absence, including persistent absence
- To act early to address patterns of attendance

3 Completing attendance registers

All schools are required to have an attendance register which must be completed twice a day at roll call.

Pupils can come into school from 8-30am. A member of staff is present in the classroom.

Electronic registers are completed between 8.45 and 8.50am. The school uses SIMS.

Staff complete the register on SIMS and record, on a specially designated whiteboard, the date, the number of pupils present and the full name of each pupil who is absent. When all late pupils are in class an administrator goes to each class to check the attendance board.

At 8.45am the doors to school are closed and staff electronically record late arrivals of pupils at the school gate. They are recorded as L (late arrival before the register has closed) on the school register. Children who arrive late in school are taken to class by a member of the administrative team.

After 8.45am a child will be marked as late.

After 9.15am a child will be marked as late, unauthorised, code U unless there is an authorised reason for this late arrival in school.

In Key Stage Two if a child is frequently missing part of the first lesson due to late arrival at school the child will be required to complete their work at playtime under the supervision of a member of staff.

4 Our absence procedures

- If a teacher receives a letter giving a reason for absence, then it must be passed on to a member of the administrative staff in the main school office. Letters and telephone calls from parents/carers are used to provide a code for an authorised absence by a (See Appendix A: Absence Codes). Letters from parents/carers are maintained on CPOMS.

An administrator makes first day absence calls to ascertain the reason for a child's absence. The reason for absence is recorded on SIMS using the absence codes.

- Any child, for whom we have no recorded reason for their absence from school, has a letter sent to the family home detailing when the child was absent and requesting the return of a letter to update our records. N codes should remain on register no longer than two weeks, following a two-week period the absence becomes unauthorised.

- An absence of three days or more with no contact with the child's family or a pattern of poor attendance will trigger a home visit. The visit is recorded on CPOMs.
- An administrator discusses absent pupils, especially those whom the school has identified as vulnerable, with the senior management team on a daily basis.
- Weekly meetings held by the Deputy Head teacher and Attendance Administrator identify pupils for whom there is a pattern of none attendance, the staff who work with the child, usually the class teacher and/or support staff will arrange to meet with the parent at the end of the school day. The meeting is recorded on CPOMs and added to the Attendance Action Plan. Any support offered is recorded and the child's attendance is monitored

If school has concerns regarding a child's continued absence, we may refer to outside agencies.

We may offer support through an Early Help assessment

School also use the Fast Track to improve attendance programme.

Continued poor attendance and/or punctuality may indicate a child is at risk of harm and school will refer to Birmingham Children's Trust by completing a Request for Support form.

School do not authorise parents taking children out of school to visit relatives, collect/from relatives from/to airports or for dental appointments. We require dental appointments to be made after school or in the school holidays.

5 Monitoring Attendance

At Grove all staff are responsible for monitoring attendance. All staff are proactive in improving attendance and punctuality of pupils. The school attendance target is 95.25%.

As well as our daily first day absence procedures we monitor attendance in the following ways:

- Year group team meetings
- Assistant head teacher meetings
- Weekly monitoring of pupils who have attendance below 90%
- Weekly reviews of the school attendance plan
- Fast Track to Improve Attendance
- Referrals to No Trace Team or Child Missing In Education Team
- Leave in Term Time Penalty Notices.
- Home visits
- Monitoring the attendance of all pupils with attendance below 90%
- Meetings with teachers, teaching assistants, year group leaders, assistant head teachers to discuss school's concerns about attendance
- Requesting medical evidence letters
- Writing to GP to obtain further information about medical conditions
- Writing to GP to make referrals

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- Early Help family assessments

6. Fast Track to Improve Attendance.

From June 2018 the school follows the Fast Track scheme (this replaces Spotlight). Ms M Murphy (Attendance Officer) and Mrs P Matty attended the relevant training in May 2018.

Details can be found at: BCC_FAST_track_Guidance_Sept_2018. There is a link on the school website: www.grove.bham.sch.uk/parents/attendance and punctuality.

The Designated Liaison Person is Ms J. Baker
The administrator for attendance is Mrs M Murphy
All administrators are required to complete first day call procedures.

There is a link to Fast Track on the school website: www.grove.bham.sch.uk/parents/attendance

7. Leave in term time

Where a child has unauthorised term time leave but does not meet the criteria for 'FAST-track to Attendance', schools can use an 'add on' legal process, the 'Leave in Term Time (Penalty Notice) Process'. Guidance and the letter templates are available on the website: <https://www.birmingham.gov.uk/school-attendance>
Click on Option 2 for legal processes.

This process enables the Local Authority to issue a penalty notice for removing their child from school for an unauthorised leave of absence in term time.

If the Leave in Term Time (Penalty Notice) Process is followed correctly, parents may be issued with a penalty notice for taking their child on two weeks unauthorised leave in term time with no previous unauthorised absence.

Parents may also be issued with a penalty notice for taking their children out of school for a week of unauthorised leave as long as there are at least 10 sessions (5 days) of unauthorised absence over the previous 12 calendar months. This could include registration codes 'O', 'G' or 'U'.

For pupils who have taken unauthorised leave in term time for four weeks or more, penalty notices may not be issued as cases may proceed straight to court. In these cases, schools should continue to follow the usual Leave in Term Time (Penalty Notice) Process. Decisions as to whether a penalty notice is to be issued or the matter proceeds straight to court lie with the Education Legal Intervention Team.

Information about leave in Term Time can be found at: www.birmingham.gov.uk/leave in term time

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8. Children missing from education

Children at Risk of Missing Education School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for 6 The Education (Pupil Registration) (England) (Amendment) Regulations 2011. 7 Under section 458(4) and (5) of the Education Act 1996.

For every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school.

Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

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

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register. 8 Under section 436A of the Education Act 1996 (as inserted by section 4 of the Education and Inspections Act 2006).

All schools must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

9. Medical evidence

If a child's attendance becomes a concern to school we can request medical evidence. Telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. A child sent home from school, by school is medical evidence.

We will write to parents of children who we require medical evidence for. Medical evidence can include the following:

- a copy of the prescription
- slip with date, pupil's name and surgery stamp signed by the receptionist
- medical appointment card with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate
- doctor's letter

Once the school receives medical evidence the absence is authorised. Non production of medical evidence results in an unauthorised absence being recorded. 20 unauthorised absences may result in the local authority issuing a penalty notice and/or school following the fast track procedures for attendance.

10. Celebrating Success

Recognising and rewarding good attendance is an important part of the work of all staff. We celebrate success in the following ways:

- i. Letters sent home to congratulate children on improved attendance.
- ii. Reward in Star of the Week assembly with a certificate for the class with the highest attendance.
- iii. 100% attendance for the term – certificate, badge, prize
- iv. 97% attendance for the term – certificate, badge, prize
- v. 100% attendance for the year.
- vi. Attendance newsletter every term
- vii. Attendance displays
- viii. Attendance reported on the school website
- ix. Attendance celebrated in school newsletters
- x. Magic Mondays and Terrific Tuesdays
- xi. Individual incentives to improve attendance of PA pupils
- xii. Verbal praise
- xiii. Attendance postcards

11. Taking pupils off roll

If a child has 20 unauthorised absences school consult with Admissions and Appeals and/or Child Missing In Education Team to make a decision as to whether the pupil should be taken off roll.

12. Elective Home Education

Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. School should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. School and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

If a parent decides they wish to home educate their child they must write to the head teacher to inform Mrs Matty of their decision. The school will acknowledge receipt of this information and arrange to meet with parents to discuss their decision. Following this a referral to the Elective Home Education Team will be made.

Information from Birmingham City Council can be found at:

www.birmingham.gov.uk/elective home education.

Related documents on this page are:

Elective Home Education: Policy (revised June 2018)

Elective Home Education: Guidance for parents (revised June 2018).

Appendix A

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Absence codes

Code	Name	Description
B	Educated off site	Educated off site (NOT Dual registration) that has been approved by the school.
C	Leave of absence authorised by the school	Only in exceptional circumstances
D	Dual registration	Dual registration (i.e. pupil attending other establishment)
E	Excluded	Excluded (no alternative provision made)
F	Extended family holiday (agreed)	Extended family holiday (agreed)
G	Family holiday (not agreed)	Family holiday (not agreed or days in excess of period agreed by the Headteacher
H	Family holiday (agreed)	Family holiday (agreed) authorised by school
I	Illness	Illness (NOT medical or dental appointments)
J	Interview	Interview
M	Medical appointment	Medical or dental appointment
N	No reason	No reason yet provided for absence
O	Unauthorised absence	Unauthorised absence , absent without authorisation (not covered by any other code)
P	Approved sporting activity	Approved sporting activity
R	Religious observance	Religious observance
S	Study leave	Study leave
T	Gypsy, Roma and Traveller absence	Traveller absence
U	Late (after registers closed)	Late (after registers closed) 9.15am
V	Educational visit	Educational visit or trip
W	Work experience	Work experience
L	Late	Late (before registers closed) 8.45am
X	Not required to be in school	Non-compulsory school age children are not requested to attend
Y	Unable to attend due to exceptional circumstances	Eg school site closed

Public Health England has produced guidance for schools, and a poster indicating the amount of absence required for common childhood illnesses.

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The guidance is available at <http://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-otherchildcare-settings-0> <https://www.gov.uk/government/publications/infection-control-in-schools-poster>

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

Present at School Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session.

A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity

notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments) Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of 12 school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the

child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances This code can be used where a pupil is unable to attend because: • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because: • The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations. Different Term Dates for Different Pupils Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.