

Year 11 study leave and attendance guidance during the formal exams

Schools may, at their discretion, consider authorising students study leave prior to taking their formal exams in year 11. Not all schools will choose to allow their year 11's to take study leave and may require their students to attend up to and in between their formal examinations.

Should schools wish to offer study leave to their year 11 cohort it is important that study leave should only be used sparingly and only during public examinations. It is not therefore appropriate for pupils to be granted study leave during mock examination periods. Provision should still be made available for those pupils who want to continue to come into school to revise/access support in the period directly leading up to examinations.

When students are absent for authorised study leave their absence should be coded S. **Use of the S code will increase the level of authorised absence within the school.**

Whole school attendance data, at the end of the academic year, will not include year 11 attendance and absence rates for HT6 and therefore any coding for this year group for the final half-term of the academic year will not affect the individual student's attendance record, the overall attendance of year 11 or the whole school's attendance.

Where year 11's have not been granted study leave or choose to attend school to revise/access support, schools should code their attendance to sessions using the normal attendance codes.

On the days when students are taking their exams, again the attendance to these sessions should be coded using the normal attendance codes. Once a student has completed all their examinations schools should code their attendance C for authorised absence until the last Friday in June.

Year 11 students must be in fulltime education until the last Friday in June. Attendance after this time for all year 11 students where the school has a 6th Form should be coded X to indicate pupils are no longer expected to attend school. Where the school does not have a 6th Form, they may choose to remove year 11's from school roll after the last Friday in June.

Session Code Guidance

Attendance/absence	Code
Absent from school due to authorised study leave	S
Attending school to revise/access support	/
Absent when expected to attend revision/support sessions in school	Authorised or unauthorised absent codes as appropriate
Attending school to take formal examinations	/
Absent from school when expected to attend a formal examination	Authorised or unauthorised absent codes as appropriate
Following completion of ALL examinations until the last Friday in June	C
Y11 students who remain on school roll after the last Friday in June	X