

**Attendance Policy**

**Policy Number 59**

**Document Management Information**

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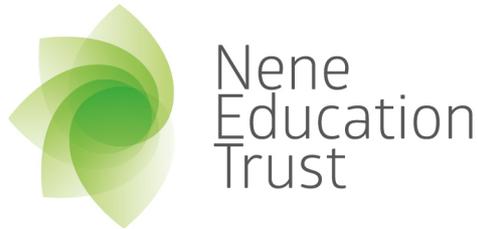
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## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our trust's funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 Governance

The board of trustees is responsible for:

- Setting high expectations of all trust and school leaders, staff, pupils and parents
- Through the CEO, ensuring school leaders fulfil expectations and statutory duties, including:
  - Making sure all schools in the trust record attendance accurately in the register, and share the required information with the DfE and local authorities
  - Making sure all schools in the trust work effectively with local partners to help remove barriers to attendance, and keep them informed regarding specific pupils, where appropriate
  - Recognising and promoting the importance of school attendance across the trust's policies and ethos
  - Identifying and monitoring attendance patterns across the trust's schools to identify common issues and barriers, and share effective practice between schools
  - Holding the headteacher to account for the implementation of this policy

The local committee through the link committee member is responsible for:

- Reviewing school attendance management processes and highlighting any issues to the local committee, Principal and trustees.
- Supporting the Principal in making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Monitoring attendance figures for the school and reviewing the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

#### 3.2 The Principal

The Principal is responsible for:

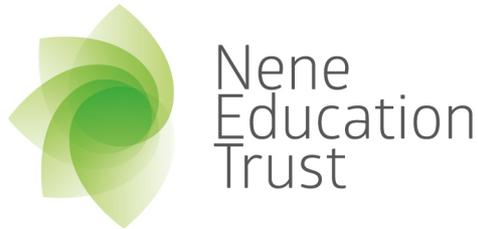
- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors (local committee)
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or authorising the senior lead for attendance to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### 3.3 The trust attendance lead

The trust attendance lead is responsible for:

- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most, through termly attendance review meetings with each individual school
- Driving attendance improvement across the trust
- Working more intensively with schools who require support to improve attendance
- Acting as a central contact point for schools with attendance queries
- Liaising with the DfE's regional teams for advice about wider support programmes
- Making sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate



- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different schools to come together, learn from each other and share resources
- The trust attendance lead is Sam Parish and can be contacted via email [sparish@neneeducationtrust.org.uk](mailto:sparish@neneeducationtrust.org.uk)

### **3.4 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Laura Giles and can be contacted via 01933 623121, [admin@windmillprimary.net](mailto:admin@windmillprimary.net)

### **3.5 The school attendance officer**

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/designated senior leader responsible for attendance (authorised by the headteacher) when to issue fixed-penalty notices

The school attendance officer is Mrs Tracy Thomas and can be contacted via 01933 623121, [admin@windmillprimary.net](mailto:admin@windmillprimary.net)

### **3.6 Class teachers**

All class teachers are responsible for recording attendance for both morning and afternoon sessions each day, using the correct codes (see Appendix 1), and submitting this information through Arbor MIS system each day.

### **3.7 School admin/office staff**

Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance officer where appropriate, in order to provide them with more detailed support on attendance

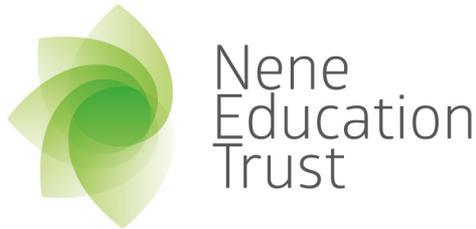
### **3.8 Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day/timetabled session on time
- Call the school to report their child's absence and the reason for it before 8:50am on the day of the absence and each subsequent day of absence), and advise when they are expected to return



- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the attendance officer or designated senior leader for attendance who can be contacted via 01933 623121, [admin@windmillprimary.net](mailto:admin@windmillprimary.net)

### **3.9 Pupils**

Pupils are expected to:

- Attend school every day, on time

## **4. Recording attendance**

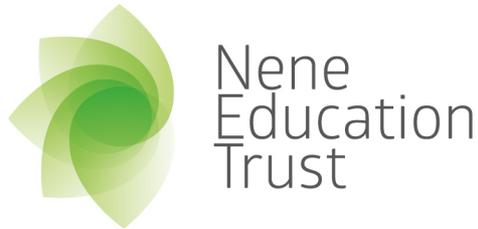
### **4.1 Attendance register**

We will keep an electronic attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment



See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of statutory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:40am and ends at 3:20pm.

Pupils must arrive in school by 8:40am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9am. The register for the second session will be taken at 12:50pm and will be kept open until 1pm.

#### **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:40am or as soon as practically possible, by calling the school office staff, who can be contacted via 01933 623121 or the Arbor app.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents must contact the school office to inform the school about the appointment and when the child will be back in school. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code

- After the register has closed will be marked as absent, using the appropriate code
- Where persistent lateness gives cause for concern, a Punctuality Letter will be sent to advise a child's parents / carers of the lateness and offering them the opportunity to discuss this. If punctuality remains of concern, the child / parents may be invited to a meeting to discuss this, to enable the reasons for lateness to be understood. Solutions will be agreed to help the family to ensure an improvement in punctuality. If appropriate, a **Punctuality Action Plan** may be agreed.

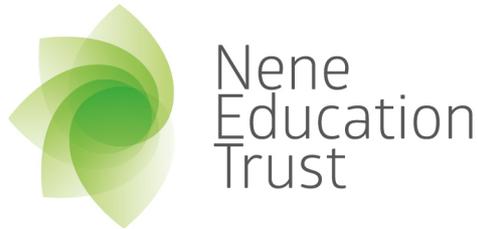
#### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the local authority or the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

#### 4.6 Managing attendance of children at alternative provision

Children attending alternative provision will be marked on the school register as such. Attendance is reported to the school by the provision provider and monitored. Parents must still inform school, as well as the provision if their child is unable to attend.



#### 4.7 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.8 above) about their child's attendance and absence levels through Arbor.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The [headteacher/head of school] will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The [headteacher/head of school] will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the [headteacher/head of school]'s discretion, including the length of time the pupil is authorised to be absent for

We define 'exceptional circumstances' as:

- Days of religious observance according to LA guidance.
- Attendance at external exams
- Serious/terminal illness of close relative
- Significant family trauma has occurred

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated in accordance with any leave of absence request form, accessible via the school office. The Principal may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong (s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

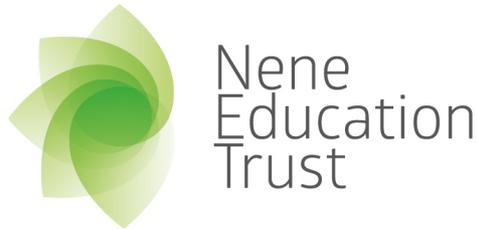
#### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis



- > A clear timeframe of between 3 and 6 weeks for the improvement period
- > The grounds on which a penalty notice may be issued before the end of the improvement period

## 6. Strategies for promoting attendance

At Windmill Primary School we believe that good attendance is essential for our pupils to secure the learning and life skills needed for success in the future. To achieve great attendance, we will work in partnership with families to address concerns quickly and help all children to attend regularly. We also recognise that the best way to engage young people in learning is to provide high quality learning that is dynamic, exciting, and engaging. We want our children to have a thirst for knowledge and a love of learning. We want our children to aim high and not just reach for the stars but grab them with both hands!

Our curriculum that is rooted in three core themes of World – Work – Wellness and by ensuring that lessons are interesting and relevant, we aim to ensure that all our children want to come to school, and every day is just too exciting to miss!

## 7. Supporting pupils who are absent or returning to school

### **7.1 Pupils absent due to complex barriers to attendance**

For children who face complex barriers to attendance, school staff have sensitive conversations with children and families and work with them to put support in place for their individual needs

### **7.2 Pupils absent due to mental or physical ill health or SEND**

For children absent due to health or SEND, education and other professionals will work in partnership with families to support them.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### **7.3 Pupils returning to school after a lengthy or unavoidable period of absence**

For any pupil who has been absent from school for a prolonged period the school will work with the family and the child's individual circumstances to transition them back into school successfully. This may include a reduced timetable for a short time, additional intervention for emotional support and/or to catch up on missed learning.

## 8. Attendance monitoring



The school is committed to the well-being and development of pupils. We will always consider a family's needs and offer additional support where possible to enable children to attend regularly. Parents should approach the class teacher to arrange time to discuss attendance with the most appropriate member of staff if they are experiencing difficulties. However frequent or persistent absence will lead to an escalation in response.

**Weekly Monitoring:** Attendance data for all pupils is collated on a Friday afternoon of each week using the Arbor Attendance data. From this unexplained absence letters are sent home.

**Half-Termly Monitoring:** The Principal, with the school's senior pastoral team, will review attendance data each half-term. Data will be evaluated against the school's attendance target, national attendance data, past performance, and in relation to specific groups and individuals. From this:

- The Principal will identify children whose attendance is of concern and consider appropriate intervention in accordance with the staged approach below.
- The Senior Leadership Team will share whole school attendance data with all staff to enable further evaluation, planning and reporting.

**Annual Monitoring:**

- The Interim Action Board and NET senior leaders will review the annual whole school attendance alongside attendance of previous years and national statistics, to determine a challenging but realistic whole school attendance target.
- In addition to the weekly attendance reports, an electronic attendance report is created for each class each half term, to enable class teachers to proactively support and promote good attendance. Towards the end of the summer term the attendance summary for individual pupils for the academic year is reported to parents via the child's annual report. It includes attendance and absence, including any unauthorised absence.

### **8.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school/trust will benchmark its attendance data at whole trust/school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the trust board.

## 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

## 8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

## 9. Monitoring arrangements

The template for this policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 3 years. At every review, the policy template will be approved by the full board of trustees and then subsequent school level aspects by the local committee.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

| Code   | Definition  | Scenario   |
|--|---|--|
| /  | Present (am)  | Pupil is present at morning registration   |
| \  | Present (pm)  | Pupil is present at afternoon registration   |
| L  | Late arrival  | Pupil arrives late before register has closed  |
| <b>Attending a place other than the school</b> |   |  |
| K  | Attending education provision arranged by the local authority                       | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V  | Attending an educational visit or trip  | Pupil is on an educational visit/trip organised or approved by the school  |
| P  | Participating in a sporting activity  | Pupil is participating in a supervised sporting activity approved by the school  |
| W  | Attending work experience   | Pupil is on an approved work experience placement  |
| B  | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D  | Dual registered   | Pupil is attending a session at another setting where they are also registered   |
| <b>Absent – leave of absence</b>               |   |  |
| C1   | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school   |
| M  | Medical/dental appointment  | Pupil is at a medical or dental appointment  |
| J1   | Interview   | Pupil has an interview with a prospective employer/educational establishment   |
| S  | Study leave   | Pupil has been granted leave of absence to study for a public examination  |

|  |   |  |
|--|---|--|
| <b>X</b>   | Not required to be in school                | Pupil of non-compulsory school age is not required to attend   |
| <b>C2</b>  | Part-time timetable                         | Pupil is not in school due to having a part-time timetable   |
| <b>C</b>   | Exceptional circumstances                   | Pupil has been granted a leave of absence due to exceptional circumstances   |
| <b>Absent – other authorised reasons</b>                             |   |  |
| <b>T</b>   | Parent travelling for occupational purposes | Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes                              |
| <b>R</b>   | Religious observance                        | Pupil is taking part in a day of religious observance  |
| <b>I</b>   | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health)   |
| <b>E</b>   | Suspended or excluded                       | Pupil has been suspended or excluded from school and no alternative provision has been made  |
| <b>Absent – unable to attend school because of unavoidable cause</b> |   |  |
| <b>Q</b>   | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school         |
| <b>Y1</b>  | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| <b>Y2</b>  | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency                |
| <b>Y3</b>  | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open                    |
| <b>Y4</b>  | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)  |

|                                      |   |  |
|--------------------------------------|---|--|
| <b>Y5</b>                            | Criminal justice detention                  | <p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |
| <b>Y6</b>                            | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law  |
| <b>Y7</b>                            | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes  |
| <b>Absent – unauthorised absence</b> |   |  |
| <b>G</b>                             | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school   |
| <b>N</b>                             | Reason for absence not yet established      | Reason for absence has not been established before the register closes   |
| <b>O</b>                             | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence  |
| <b>U</b>                             | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session  |
| <b>Administrative codes</b>          |   |  |
| <b>Z</b>                             | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered  |
| <b>#</b>                             | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays   |