

# St. Michael's CE Primary School

**"With the help of God, working together  
for success"**

## Attendance and Punctuality Policy



Last reviewed on: September 2025

Next review due by: September 2026

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## Introduction

**We want all our pupils to enjoy coming to school and want parents and carers to feel confident in leaving their children in our care. As a school, we are committed to supporting our families to achieve these things and in doing so ensure all pupils have regular and punctual school attendance.**

### Coming to School Every Day is Important

Children who attend school regularly are able to make good progress in their learning. It also helps children to build friendships. Good attendance is encouraged by staff and celebrated in school.

### Being on Time is Important

Morning routines in the classroom are in place to help children settle. Class teachers use this time to revise and revisit key areas of learning.

## 1. Aims

We are committed 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 full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending school. We believe that consistent attendance is an essential foundation if children are to achieve their full potential.

## 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

This policy also refers to:

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

### **3. Roles and responsibilities**

#### **3.1 The governing body**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

Promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on those who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- If the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance 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

Holding the headteacher to account for the implementation of this policy

The named governor for safeguarding will;

meet with the headteacher every term to monitor the attendance data and establish any emerging patterns.

#### **3.2 The headteacher**

The headteacher is responsible for:

- Implementation of this policy in school
- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- 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
- 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 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 Miss Gemma Ivens and she can be contacted via school on 01922 682309, by email on [g.iven@stmichaels-pelsall.co.uk](mailto:g.iven@stmichaels-pelsall.co.uk) or on weduc.

### **3.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office each morning and after lunch. We also encourage staff to promote positive dialogue based on good attendance and punctuality.

Staff may also notice patterns of absence and lates or have concerns about what a child has shared. This will be reported/recorded as per our safeguarding protocols.

- Morning registration must be completed by 8.50am
- Afternoon registration must be completed by 1.00pm for EYFS/KS1 and 1.30pm for KS2

### **3.5 School admin staff**

School admin staff will:

- Take calls from parents/check Weduc about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents, where appropriate, to the correct staff in order to provide them with more detailed support on attendance
- Notify the DSL if there are any contextual safeguarding issues which might explain erratic or poor attendance

- Reassure families that the school will monitor the child's welfare carefully during the course of the day and communicate with the family if there are any issue

### **3.6 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call or WEDUC the school to report their child's absence before 9.00am 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
- Inform us in advance of any medical appointments in school time. E.g. speech therapy, hospital. Please bring a copy of the appointment letter into the office.
- Ensure that, where possible, routine medical appointments (opticians, dentist etc) for their child are made outside of the school day
- Provide the school with more than 1 emergency contact number for their child
- Talk to the relevant staff if your child is reluctant to attend school so provision can be made to overcome this.
- Engage with school positively if their child's absence rates are increasing and causing concern. This may involve attending meetings and agreeing to an attendance contract/monitoring

### **3.7 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:

- 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 8.45 and ends at 3.15 (3.10 for reception)

Pupils must arrive in school by 8.45am on each school day.

Registration for the first session will begin at 8.35 and will be kept open until 8.50. The register for the second session will be taken at 1.10 for KS1/1.25 for KS2 and will be kept open until 1.15 for KS1 and 1.30 for KS2.

## **4.2 Unplanned absence**

Parents must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible. Parents' can call the school office on 01922 682309, call into the main reception in person to notify us of a child's absence or report it through the Weduc app.

We will mark absence due to illness as authorised unless the school has a genuine concern about a child's overall attendance or 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. This can be done by providing the school with a copy of the medical letter or appointment card.

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**

Children who arrive late should enter school through the front office where the reason for being late will be recorded.

A pupil who arrives late but before the 9.30 will be marked as late, using the appropriate code (L).

A pupil who arrives after 9.30 will be marked as an unauthorised late, using the appropriate code (U).

For pupil's/families where punctuality is a persistent problem the school will arrange a meeting to discuss the cause for this and make a plan to improve the situation.

## **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/carer 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 will ask the Educational Welfare service or a member of staff to visit the home address.
- 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 for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare 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 Reporting to parents

The school will report your child's attendance record annually in their written end of year report. During the year attendance is monitored and rewards are given to children achieving good levels of attendance. On a half termly basis parents are made aware if attendance has fallen below 92% by letter, to afford them the best possible opportunity to improve attendance by the end of the year.

Parents can also access their children's attendance data through the Schools communications app (Weduc).

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

The headteacher 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's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 4.2 and 4.3
- The death or terminal illness of a member of the family.

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' 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
- 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 local authority 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.

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

The payment must be made directly to the local authority, e notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. Penalty notices are issued per parent per child. 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.

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## **6. Strategies for promoting attendance**

As a school we promote and reward good attendance. Each term children's individual attendance is rewarded. We aim for children to achieve at least 97% attendance each term to maintain a good level of education. Based on achieving 97% - 100% attendance children receive a pin badge to wear on their uniform. For 1 term (this can be any term) at 97% - 100% they are awarded bronze, for 2 terms (any 2 terms) a silver award and 3 terms a gold. As each term is calculated separately rather than a cumulative figure it affords the children opportunities to receive rewards at any point in the year. Congratulation messages are sent out via Weduc at the end of 1<sup>st</sup> half of a term.

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

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

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- An attendance contract may be put in place to support progress towards improved attendance.
- School-based interventions may be offered: ELSA, Nurture time, a time-limited part-time timetable so the child can build success, Emotionally-based School Avoidance resources, animal-assisted education sessions
- External Interventions may be offered: referrals to Reflexions, Educational Psychologist, CAMHS, Early Help/Family Support Services
- A home-school book will be established to maintain clear communication between the parents and the class staff

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

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- If appropriate, the attendance policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies.
- Identify a key adult to work with the child and the family using Hampshire's Emotionally-based School Avoidance resources to explore the positive and negative influences on absenteeism and build resilience.
- School-based interventions may be offered: ELSA, Nurture time, a time-limited part-time timetable so the child can build success
- External Interventions may be offered: referrals to Reflexions, Educational Psychologist, CAMHS, Early Help/Family Support Services
- A home-school book will be established to maintain clear communication between the parents and the class staff

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**

As soon as parents have informed the school of the expected date of return:

- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book
- Headteacher will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/My Support Plans that may be in place

- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.
- A home-school book will be established to maintain clear communication between the parents and the class staff
- ELSA sessions may be appropriate to support the child's return.

## 8. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis using the school's register system SIM's.

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

### 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- 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

### 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 the class teacher, 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 are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- 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
- 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

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the attendance officer (G. Ivens). At every review, the policy will be shared with the governing board.

## 10. Links with other policies

This policy is linked to our child protection and safeguarding policy

**Policy Reviewed:** September 2025

**Next Policy review due:** September 2026

## Appendix 1: attendance codes

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

| Code                                           | Definition                                                                          | Scenario                                                                                                                               |
|------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| I                                              | 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                                                                                                         |
| <b>S</b>                                                             | 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                                                                                                                                                           |