# St Andrew's CE VC Primary School

**Roots to grows, Wings to fly**
'They will soar on wings like Eagles'
Isaiah 40:31

# Attendance Policy

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| Signed (Chair) | Name<br>Anthony Parker | Date: September 2026 |
| Signed (Head) | Name<br>Graham Pike | Date: September 2026 |
| Ratified by Governing Body on: | | Next Review:<br>September 2027 |

***Equality Impact Assessment (EqIA)***

*This policy has been assessed regarding its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.*

***EqIA outcomes***

[X] *The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

# St Andrew's CE VC Primary School
# Attendance Policy

**Our senior attendance champion: Mr Pike (Headteacher)**
**Mr Pike can be contacted:**
**By Telephone: 01454 294498**
**By Email: standrewsprimary@sgmail.org.uk**

## Rationale:

Regular attendance at school enables each pupil to fulfil their potential at all levels. This is important not just for their learning, but also for their overall wellbeing, wider development and their mental health. It's not just children who fail to attend school who miss out, but those around them too. Research links attendance with achievement, indicating that even occasional absence can have a negative effect. We believe that the most important factor in promoting daily attendance is the development of positive attitudes towards school. In promoting good attendance, it is also hoped that this will lead to the development of habits of good attendance and punctuality for the future. We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

## Aims:

- To develop and maintain a whole school culture that promotes the benefits of good attendance.
- To accurately complete admission and attendance registers.
- To have robust daily processes to follow up absence.
- To regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- To have a dedicated senior leader with overall responsibility for championing and improving attendance.

## Attendance:

**A child must attend every day that the school is open, unless:**

- The child is too ill to attend that day.
- A parent/carer has asked in advance and been given permission by the school for their child to be absent on that day due to exceptional circumstances.
- The child cannot attend school on that day because it is a day that the family are taking part in religious observance.
- The local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet.
- The child's family is a gypsy/traveller family with no fixed abode, and they are required to travel for work that day meaning the child cannot attend their usual school.

## Promoting attendance and targets for the year:

- Parents/carers will be regularly reminded of the importance of good attendance through the school website and newsletters.
- **The school's attendance target is for every pupil to achieve at least 96%.**
- Attendance data is analysed weekly and termly by pupil, class, year group and vulnerable groups including SEND, FSM, young carers, children with social workers and looked-after children. Findings are reported to governors and used to target attendance improvement work.

| Good attendance & the consequences of missing a few days across the school year. | | |
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| **Attendance** | **Number of school days missed** | **Result** |
| **100%** | **Zero days off** | **Excellent!** A child can take full advantage of the learning opportunities |
| **98+%** | **Less than a week** | **Very good**. This will help all aspects of their progress and life in school. A child should reach his/her full potential, leading to the best possible start to their formal education. |
| **97% – 98%** | **5 days – a school week** | |
| **96% – 97%** | **6 days** | **Good attendance**. A child has a good start to their schooling and make the most of all opportunities to do their best. |
| **95.2% - 96%** | **8 days** | **Satisfactory**, just above the average. A child is likely to achieve their targets; however, they should strive to build on this. |
| **93% - 95.2%** | **10 days – two school weeks** | **Below expected attendance levels.** If a child has more than two weeks away from school, they may fail to make the expected progress. |
| **91% - 93%** | **15 days – three school weeks** | **Poor attendance.** Absence is now affecting attainment and progress in school. Parents will need to work with the school to improve the situation. |
| **Below 90%** | **20 days – four school weeks.**<br><br>**Level of concern** | **Unacceptable**<br>A child will now be finding it extremely difficult to keep up and achieve their best. Below 90% attendance is considered persistent absenteeism, and the local authority may become involved to take action. Where this is due to a genuine medical reason, an Individual Health Care Plan will be considered. |
| **Below 85%** | **Serious concern** | Children with this level of attendance are **missing a day for every week in school.** Absence is causing **SERIOUS CONCERN.** It is seriously affecting attainment and progress and is disrupting the child's learning. Where absences are unauthorised, the school will be supported by the Local Authority to take action against the parents/carers. |
| **Below 50%** | **Severe concern** | The school and local authority will prioritise pupils whose attendance falls below 50%. |

**Punctuality:**

- The school gates are open at 8.30am. Children need to be in class ready to start the school day at 8.45am NOT arrive at 8.45am
- Morning registration is between 8.45am and 9am.
- Afternoon registration is between 1.15pm and 1.25pm.

**Lateness:**

- Pupils are marked late (L code). If they arrive after the register opens at 8.45am and before it closes at 9am
- Pupils who arrive after 9am are classed as Late, after registers are closed. (U code). A 'U' code is an unauthorised absence as a more significant period of learning has been missed.
- Action to address lateness will be taken. A letter will be sent to parents/carers of children who are late on a regular basis and/or a meeting with the headteacher arranged.

**Late collection:**

- End of day collection for all children occurs at 3.15pm from the playground unless the child attending an after-school club or wrap- around care.
- If a child is attending an after- school club, they must pick- up promptly at the designated finish time.
- If a child is attending wrap-around care, they must be picked up by the designated finish time of 5.30pm. If they are picked up late, a fee of £5 will be charged.
- If a parent/ carer is going to be later due to unforeseen circumstances, they should make every effort to contact the school by 3.15pm. Staff will be sympathetic to emergency events that delay collection.
- Children not collected by 3.25pm are brought to the office so their parents can be contacted. The child will then be put into after- school club.
- The school reserves the right to make a charge (per child) if children have not been collected by 3.30pm (or 5.35pm with wrap around care) where no reason is given or if there are multiple occasions where a child is not collected on time.
- If the headteacher believes a child's welfare is affected by repeated non-collection, it will be recorded as a safeguarding concern and the relevant steps taken.

**Absence:**

- Every half-day absence (1 session) from school has to be classified by the school, (not the parents) as either **authorised or unauthorised.**

**Authorised absence:**

- Absence can be authorised if the pupil is away from school for a good reason such as illness or other unavoidable causes, e.g. a day of religious observance, family bereavement, attending an approved off-site activity or special off-site tuition.
- All absence starts as unauthorised until a reason is given and accepted by the school.

**Illness:**

- Parents/Carers are asked to contact the school on the first day of the absence to provide a reason for the absence, preferably before 8.30am, indicating the type of illness.
  **Tel: 01454 294498**
  **Email: standrewsprimary@sgmail.org.uk**

**Medical or dental appointments:**

- Parents and Carers are encouraged to make all routine, non- urgent medical arrangements, where possible, out of school hours, either after- school or during school holidays.
- We acknowledge that hospital and specialist clinic appointments, including orthodontic and on-going dental treatment may require a pupil having time out of school.
- Absence from school due to a medical appointment will be considered as an authorised absence. Parents/carers must inform the school in advance of the appointment.
- We monitor the amount of learning time missed due to medical appointments. Our aim is that the minimum amount of learning is lost. We will seek an explanation from parents

where a whole day is missed for this reason. Proof of medical appointments in school time could be requested by the school.

**Leave of absence:**

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

Evidence could be requested to enable the headteacher to authorise the absence. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request for absence leave should be submitted as soon as it is anticipated, and where possible, **at least 2 weeks** before the absence. Leave of absence request forms are available from the school office.

Previous attendance for the child will be taken into consideration when reaching a decision to authorise an absence.

**The need or desire for a holiday or other absence for the purpose of leisure or recreation are not considered by the DfE to be exceptional circumstances.**
Therefore, school policy is that all holidays/long weekends should be taken during school holidays. **A regular holiday, regardless of parental holiday entitlement and issues, will not be authorised.**

**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 no contact is made and no explanation for absence is given, a letter of explanation will be required by the parent/carer on the child's return to school.
- If any member of staff is concerned about a reason for absence, the Headteacher will be informed.
- If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit.
- 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.
- 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.

**Engaging with parents and carers:**

**Attendance is 'Everyone's Business'**

We believe regular attendance is so important in ensuring best outcomes for our pupils that we will review our attendance performance each term.

When attendance concerns have been identified through a regular review process, concerns identified by the school will be raised with parent/carers at the earliest opportunity to ensure that pupils maximise their attendance at school.

As a school, we aim to gain an understanding of any barriers to attendance, working with families, and provide relevant support before any enforcement.

Where attendance concerns persist, the school may work with the Local Authority to implement formal support measures including an Attendance Contract, Notice to Improve or Education Supervision Order before consideration of prosecution.

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| **Stage 1** | • Year to date attendance ≤95%<br>• And/or 3 or more broken weeks within 1 term<br>• Their child is regularly late.<br>• There is a regular pattern of absence. | **Letter** alerting parent of concern or informal **meeting** with headteacher. |
| **Stage 2** | • Year to date attendance ≤90%<br>• And/or No improvement in attendance from Stage 1 | **Letter:**<br>• More challenging letter, offering support but pointing out need for change.<br>• Parent requested to meet with the Headteacher |
| **Stage 3** | • Repeated absence ≤90%<br>• And/or No improvement in attendance following Stage 2 | **Meeting with the Headteacher to:**<br>• Discuss impact of missed learning.<br>• Investigate reasons/barriers and seek solutions.<br>• Set attendance target. |
| **Stage 4** | • Previous year attendance ≤95%<br>• And/or year to date attendance ≤90%<br>• And/or no improvement in attendance following stage 3 | **Meeting with Headteacher to:**<br>• Discuss impact of missed learning<br>• Investigate reasons/ barriers and solutions.<br>• Set attendance targets.<br>• Create and discuss an individual health care plan. |
| **Stage 5** | • Previous year attendance ≤95%<br>• And/or no improvement in attendance following Stage 4 | **Meeting** with the Head and possible involvement of Educational Welfare Officer. |

**Unauthorised attendance:**

**Unauthorised absences will be monitored on a rolling 3-year basis** (including between schools and different local authority areas).

**Penalty Notices can be issued when there have been 10 unauthorised absences** (1 school day = 2 sessions; 5 school days = 10 sessions).

**The threshold can be met with any combination of unauthorised absence within 10 school weeks.**

- These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).
- The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

**Penalty Notices are issued for any term-time or irregular absences that are unauthorised** (for example, a 5-day term-time holiday) - whether these absences are taken consecutively or cumulatively over a period of 10 school weeks.

**1st Penalty notice:**

The first Penalty Notice is issued for term time absences or irregular absences; the amount will be:

- £80 per parent, per child (if paid within 21 days of issue)

- £160 per parent, per child (if paid after 21 days but within 28 days of issue)

| No. of parents | No. of children | Fine amount up to 21 days | Fine amount after 21 days but within 28 days |
|---|---|---|---|
| 1 | 1 | £80 | £160 |
| 1 | 2 | £160 | £320 |
| 2 | 3 | £480 | £960 |

**2nd Penalty notice:**
The second Penalty Notice is issued for term time absences or irregular absences, issued to the **same parent** for the **same child**, the amount will be:

- **£160** per parent, per child (if paid within 28 days). This is a flat rate. **There is no discount for early payment.**

| No. of parents | No. of children | Fine amount up to 21 days | Fine amount up to 28 days |
|---|---|---|---|
| 1 | 1 | Not applicable | £160 |
| 1 | 2 | Not applicable | £320 |
| 2 | 3 | Not applicable | £960 |

**Further offences:**
The third time an offence is committed for unauthorised term time or irregular absences **within 3 years** by the same parent for the same child (including those from other schools or Local Authorities) may result in an automatic request for Prosecution.
**Education Act: 1996: It is your responsibility as the parent/carer to ensure your child's school attendance is on a regular basis and if you fail to do this without good cause, you are liable to prosecution. If found guilty of this offence you could be liable to, amongst other things, a fine of up to £2500 and/or a custodial sentence of up to 3 months.**

**Reporting to parents/carers:**
All absences (both authorised and unauthorised) and lateness will be reported to parents/carers with their child's Annual Report early in Term 5 and at the end of the academic year.

**Pupils at risk of becoming persistently absent**
**St. Andrew's CE Primary School will:**

- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.
- Take an active part, if the issue persists, in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. If the lead practitioner is outside of the school, the school will continue to work with the local authority and partners.

**Persistently absent pupils:**
**St. Andrew's CE Primary School will:**

- Where absence becomes persistent, the school will put additional targeted support in place to remove any barriers. Where necessary, this includes working with partners.
- Where there is a lack of engagement from parents, hold more formal conversations and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.

- Where there are safeguarding concerns, intensify support through a referral to statutory children's social care.

**Severely absent pupils:**

**St. Andrew's CE Primary School will:**

- The school and local authority will prioritise pupils whose attendance falls below 50%.
- Agree a joint approach for all severely absent pupils with the local authority.

The school will participate in Targeting Support Meetings with the Local Authority as required to identify pupils at risk of persistent and severe absence and agree support plans.

**Support for pupils with medical conditions or SEND with poor attendance:**

**St. Andrew's CE Primary School will:**

- Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.
- Regularly monitor data for such groups, including at governing body meetings and with the local authority.

**Support for pupils with a social worker:**

**St. Andrew's CE Primary School will:**

- Understand how the welfare, safeguarding, and child protection issues that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort.
- Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

**Looked after and previously looked after children:**

**St. Andrew's CE Primary School will:**

- Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils.
- Work in partnership with the local authority Virtual School Head to develop and deliver high-quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.

**Support for Young Carers:**

The school recognises that caring responsibilities can affect attendance. Where a pupil is identified as a young carer, the school will work with the pupil, family, local authority and appropriate agencies to understand barriers to attendance and provide support. Attendance of young carers will be monitored as a vulnerable group.

**Children Missing Education:**

- If a family moves away from the area or wishes to transfer their child to another school, the Headteacher must be informed in writing.
- As a safeguarding measure, a child cannot be removed from a school roll until the school has been notified by another school that a place has been offered and accepted.

- When children stop attending and cannot be traced, the school will follow the Local Authority guidance and report them to Local Authority Children Missing Education Officer.

**Remote Education:**
Remote education will only be used in exceptional circumstances and as part of a wider plan to support a pupil's return to full-time attendance. Please refer to the school's remote education policy.

**Roles and responsibilities:**
The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

**Governors:**
- To set and monitor progress towards annual targets for attendance.
- To hold the headteacher to account for their delegated responsibilities and for the compliance with regulatory and statutory requirements.
- To evaluate the effectiveness of the Attendance Policy.

**Headteacher:**
- To ensure that all school- based staff complete attendance responsibilities in line with the school's policy and procedures.
- To ensure all school- based staff receive appropriate training.
- To ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance patterns.
- To make a judgement in conjunction with the office staff or teacher as to whether an absence is authorised or unauthorised.
- To monitor individual pupil, group and whole school attendance and punctuality.
- To work in partnership with key agencies if attendance and/or punctuality is an issue.
- To provide governors with information to enable them to evaluate the success of policy and practice.
- To write to parents/carers regarding any concerns about their child's attendance.
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- To coordinate with the Education Welfare Office regarding providing work/education for children who are absent for sustained periods.

**Parents:**
- To ensure their child attends every day the school is open except when a statutory reason applies.
- To ensure that their child is punctual and arrives in school by 8.45am every day.
- To ensure that they pick their child up promptly at the end of the school day (or when a club/ wrap around club finishes)
- To notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- To only request leave of absence in exceptional circumstances and do so in advance, submitting the school absence request form.
- To book any medical or dental appointments around the school day or in the holidays whenever possible.

**If there are concerns or issues with their child's attendance:**
- To work with the school and local authority to help them understand their child's barriers to attendance.
- To proactively engage with the support offered. (including any parenting contract or voluntary early help plan to prevent the need for legal intervention)

**Class Teacher:**
- To provide an accurate record of the attendance of each child in their class.

- To record the reasons for absence given to them on Arbor.
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.
- Registers are a vital legal document, and teachers are required by their contractual duties to take the register at the beginning of both the morning and afternoon sessions.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents/carers and constitutes a risk if an emergency evacuation must take place.

**School Business Manager:**

- To prepare, manage and coordinate the use of Arbor Attendance Manager
- To monitor and track attendance patterns, in conjunction with the Headteacher for all children and prepare relevant attendance reports where necessary.
- To contact parents/carers on the first day of their child's absence to establish that a satisfactory reason for absence has been provided.
- To make a judgement in conjunction with the Headteacher whether an absence is authorised or unauthorised.

**Appendix A**

# St Andrew's CE VC Primary School

| **Attendance Registration codes**<br>(Regulation 10 of the School Attendance (Pupil registration) (England) Regulations 2024 | |
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| **Code** | |
| **/**<br>**** | **Present at the school (morning session)**<br>**Present at the school (afternoon session)**<br>• Pupils must not be recorded as present if they are not in school during registration.<br>• If the pupil were to leave the school premises after registration, the register should not be amended.<br>• Where a pupil is (in exceptional circumstances) on a reduced timetable and is not expected to be in school at the time that the register is taken, due to the reduced timetable, they must not be recorded as present in the register – instead Code C2 must be used. |
| **L** | **Late arrival before the register is closed**<br>The pupil was absent when the register started being taken but arrived before the register was closed.<br>The school will actively discourage late arrival and to alert to patterns of late arrival.<br>**For the morning session**, the register will be open from **8.45am – 9am,** after which a pupil will be marked as absent. This will be the same for every session.<br>**For the afternoon session**, the register will be open from **1.15 – 1.25pm**, after which a pupil will be marked as absent. This will be the same for every session. |
| **V** | **Attending an educational visit or trip**<br>• The pupil is absent from school so they can attend a place other than the school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.<br>• If a pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. |
| **P** | **Participating in a sporting activity**<br>• The pupil is absent from school so that they can attend a place for an approved educational activity that is a sporting activity. Parents must inform the headteacher beforehand and make a request.<br>• The decision to approve of a sporting activity rests with the school. If they have any concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body.<br>• The school has the responsibility for safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.<br>• The school will ensure that arrangements are in place whereby the provider of the sporting activity notifies the school of any absence from the pupils. |
| **B** | **Attending any other approved educational activity** |
| **K** | **Attending education provision arranged by the local authority**<br>• The pupil is absent from school so they can attend a place for any approved educational activity.<br>• The school will record the nature of the provision e.g. attending unregistered alternative provision, attending a college course, attending transition days at a school where they are to become a registered pupil.<br>• The school has responsibility for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.<br>• The school will ensure that arrangements are in place whereby the provider notifies the school of any absence of the pupil.<br>• The **B** code must not be used where a pupil is, exceptionally, completing remote learning at home. |

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| **D** | **Dual registered at another school**<br>• To avoid double counting, this code is classified for statistical purposes as not possible attendance.<br>• Where a pupil is registered at more than one school, this code is used to indicate that the pupil is expected to attend the other school at which they are registered.<br>• The school which the pupil is expected to attend must record the pupil's attendance/absence using the relevant code.<br>• The main examples are where a pupil is attending a Pupil Referral Unit or where a pupil is expected to attend another school as an off-site direction to improve behaviour.<br>• The school will ensure that arrangements are in place whereby all unexpected or unexplained absences are followed up. |
| **C1** | **Participating in a regulated performance or undertaking regulated child employment (performance) abroad**<br>• Where the LA has granted a child performance licence for the pupil to take part in a regulated performance (Section 37(2) of the Children and Young Persons Act 1963).<br>• Where a pupil is covered by a Body of Person Approval (BOPA)<br>• Where a Justice of the Peace has given the pupil a licence to go abroad to perform (Section 25(20 of the Children and Young Persons Act 1933). |
| **C2** | **Compulsory school age pupil subject to a reduced timetable**<br>• Used in very exceptional circumstances where the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part- time and have agreed the times and dates when the pupil will, during the period of temporary part- time education, be expected to attend the school.<br>• This code should not be used to denote an agreed flexi- schooling arrangement (in that situation, Code **C** would apply. |
| **C** | **Leave of absence for exceptional circumstances**<br>• All schools can grant leave of absence at their discretion<br>• Schools must judge each application individually considering the specific facts, circumstances and relevant background context behind each request.<br>• Where an absence is granted, the school will determine the number of days a pupil can be absent from school.<br>• Generally, a need or desire for a holiday or other absences for the purpose of leisure and recreation would not constitute exceptional circumstances. |
| **M** | **Attending a medical or dental appointment**<br>• We encourage parents to arrange any appointments after- school or during school holidays if possible. |
| **T** | **Parent travelling for occupational purposes**<br>• The pupil is a mobile child, and their parents travel during their trade or business, and the pupil is travelling with them. |
| **R** | **Religious observance**<br>• The pupil is absent on a day that is set exclusively apart for religious observance by the religious body the parent belongs to.<br>• If in doubt, schools should seek advice from the parent's religious body. |
| **I** | **Illness**<br>• The pupil is unable to attend due to illness (both physical and mental health related).<br>• Schools are not expected to routinely request that parents provide medical evidence to support illness absences. |
| **E** | **Excluded** |
| **X** | **Non- compulsory school age pupil not required to attend school**<br>This code is classified for statistical purposes as not a possible attendance.<br>• Where a pupil is absent from a session that they were expected to attend school, the absence must be recorded using the appropriate absence code, not Code **X**. |

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| **Q** | **Lack of access arrangements**<br>• Where the local authority has a legal duty to provide the pupil with transport to school and it has not yet been arranged. |
| **Y1** | **Transport is normally provided but not available**<br>• The pupil is unable to attend because the school is eligible for assistance with transport to school, and the transport to and from school that is normally provided is not available**.** |
| **Y2** | **Widespread disruption to travel**<br>• The pupil is unable to attend school because of widespread disruption to travel caused by local, national or international emergencies. |
| **Y3** | **Part of the school premises is closed**<br>• Part of the school premises is unavoidably out of use, and the pupil is one of those the school considers cannot practicably be accommodated in those parts of the school that remain in use. |
| **Y4** | **Whole school site closed**<br>• Where a school was planned to be open for a session, but the school is closed unexpectedly, the attendance register is not taken because there is no school in session.<br>• Every pupil listed in the admission register at the time must be marked with a code Y4 to record the fact that the whole school is unexpectedly closed. |
| **Y5** | **Pupils in criminal justice detention**<br>• The pupil is unable to attend the school because they are in police detention, remanded or in youth detention awaiting trial or sentencing or detained under a section of detention. |
| **Y6** | **Acting in accordance with public health guidance or law**<br>• The pupil is prevented from attending because their attendance at school would be contrary to guidance or legislation relating to the incidence or transmission of infection or disease. |
| **Y7** | **Any other unavoidable cause**<br>• Any unavoidable cause that is not covered by one of the other 'unable to attend' codes<br>• Will be very seldom used- only in an extreme emergency where the pupil is prevented from attending the session e.g. a pupil who is in immigration detention.<br>• The unavoidable cause must be something that affects the pupil, not the parent. |
| **G** | **Holiday not granted by the school**<br>• The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.<br>• A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence is not granted. |
| **N** | **Reason for absence not yet established**<br>• When the reason for absence has not yet been established before the register closes, the absence must be recorded with Code **N**<br>• Where Code **N** is used, the correct absence code should be entered as soon as the reason is ascertained.<br>• If a reason for absence cannot be established with 5 school days, schools must amend the pupil's record to Code **O**. |
| **O** | **Absent in other unknown circumstances**<br>• Where no reason for absence is established or school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. |
| **U** | **Arrived in school after registration has closed**<br>• Arrived in school late after register has closed but before the end of the session. |
| **Z** | **Prospective pupil not on admission register**<br>• To enable schools to set up registers in advance of a pupil joining the school, to ease administrative burden. |
| **#** | **Planned whole school closure**<br>• Whole school closures that are known in advance e.g. half terms, bank holidays |