LIVING LIFE IN ALL ITS FULLNESS

Attendance Policy





ST MARGARET'S AT HASBURY (VC) PRIMARY SCHOOL





Name	Job Title	Written/adopted
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School Vision

Through our Christian Faith, we acknowledge our responsibility to all, to enrich lives and show love and respect within our school and the community. We believe in educating the whole child. We cherish everyone and encourage everyone to treat each other as unique individuals. We want the children of St Margaret's at Hasbury CE Primary School to be caring and respectful towards one another; learn to be confident and courageous in the face of challenges; be the best they can be and:

'Live life in all its Fullness' (John 10:10)

St Margaret's at Hasbury C of E Primary School has an unwavering commitment to attendance that centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance. It is everyone's responsibility to ensure all children are in full time education. Everyone at St Margarets at Hasbury is a leader in driving good attendance. In developing this policy, St Margaret's recognises our responsibilities under the Equality Act 2010 and the UN Rights Convention on the Rights of the Child.

At St Margaret's we strongly believe that attendance and punctuality are vital for all children to flourish by maximising their potential and creating a feeling of belonging in their class/school community. We welcome children of all abilities and disabilities, and we are inclusive of different faiths and backgrounds.

St Margaret's provides a calm, orderly, safe and supportive environment where children want to be and are ready and eager to learn. This is the foundation for securing good attendance in school. To ensure good attendance the school work with children, parents and other partners to remove barriers to attendance by building trusting relationships and working together to provide the right support at the right time. We work closely with parents of children with additional needs and disabilities to make reasonable adjustments to support attendance.

To guarantee a comprehensive approach to attendance, St Margaret's implement a multi-tiered system of support. A multi-tiered system of support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements

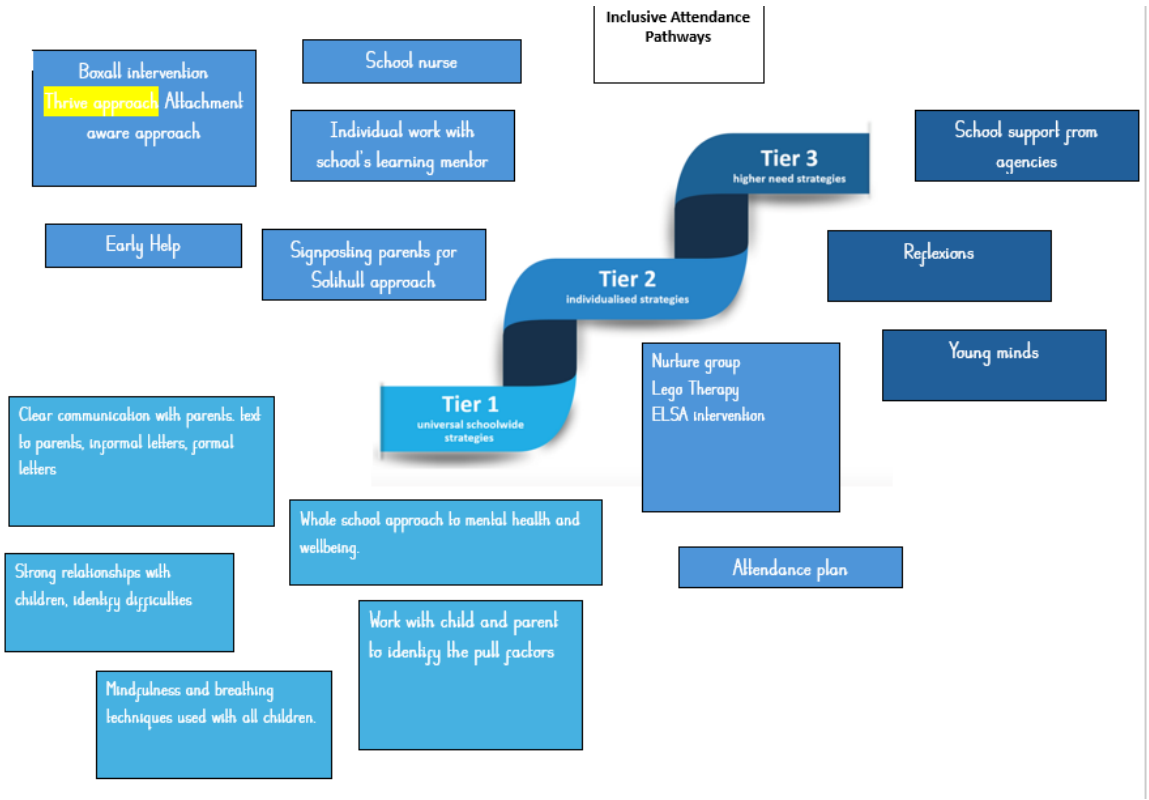
are pivotal to the implementation of this system. The system aligns with the Department for Education's (DfE) "Working Together to Improve School Attendance" statutory paper 2024.

Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.

Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.

Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and

families with complex attendance requirements, including access to external agency support when necessary.



Factors Influencing Attendance

There are many factors which can impact on a child attending school, these include:

- *Health issues*
- *Family circumstances*
- *Bullying and Safety Concerns*
- *Socioeconomic factors*
- *Special Educational Needs (SEN)*
- *Parental involvement*

Regular attendance to school can have a significant impact on:

- *academic achievement*
- *knowledge acquisition*
- *social development*
- *building routines*
- *teacher interaction*
- *preventing knowledge gaps*
- *school engagement*
- *legal and parental responsibility*
- *community well-being.*

If you have any concerns you should contact the school as soon as possible:

Attendance definitions

Children should only miss school if they are too ill to attend or they have been given advanced permission from the school.

Every half-day absence from school must be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Absence

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised Absence

- An absence for sickness for which the school has granted leave for good reasons.
- Medical or dental appointments which unavoidably fall during school time,

for which the school has granted leave.

- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised Absence (these are not considered reasonable and time off has not been agreed)

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Unauthorised absences can lead to the Local Authority using sanctions and/or legal proceedings.

Supporting Attendance

To address any identified attendance issues effectively, St Margaret's implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

Promoting good attendance

St Margaret's will offer an environment in which pupils feel valued and welcomed. Our school ethos demonstrates that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up will be taken.

- Attendance data will be collected and monitored in order to inform school policy and practice
- Attendance figures are reported to parents annually via the child's report.
- Parents will be regularly reminded (via newsletters, parents evening, text messages) of the importance of good attendance
- We work in partnership with the Education Support Service (ESS) to communicate to parents their legal obligations and the consequences of continued absence.

Working together to improve attendance

At St Margaret's we recognise that identifying the root causes of absence and removing barriers to attendance requires schools and local partners to work collaboratively with families. We work together to:

- expect good attendance – we aspire to high standards of attendance and punctuality from all pupil and parents and we build a culture where children want to be in school and ready to learn.
- monitor attendance and punctuality – we rigorously monitor attendance data to identify patterns (at individual and cohort level) so that we can work together as soon as possible to resolve concerns before they become entrenched.
- listen and understand – we identify patterns and discuss these with children and parents in order to listen and understand attendance barriers and agree how to work together to remove them.
- facilitate support – we remove barriers in school and help children and parents to access support to overcome barriers outside of school. This might include an early help assessment or whole family plan where absence is a symptom of wider issues.
- formalise support – we work with our partners to explain the consequences of poor attendance where absence persists and voluntary support is not working or not

being engaged with. We work with partners to explain the consequences clearly and to ensure support is in place to enable families to respond. Additional support may include working with the Local Authority to formalise support through a parenting contract or education supervision order.

- enforce – we enforce attendance through statutory intervention or prosecution to protect our children's right to an education where all other avenues have been exhausted and support is not working or parents are not engaging. This may include a penalty notice in line with the National Framework or prosecution.

Policies and guidance

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.

This policy meets the requirement of the Working Together to Improve School Attendance from the department for Education (DfE, 2024),and refers to the DfE's statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 and section 19 of The education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspection act 2006
- The Education (pupil registration) (England) Regualtions2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Child Missing Education (CME) Statutory guidance
- Children and Young Persons Act 1933 and the Children (Performance) Regulations 1968

By law, all children of compulsory school age must receive a full time-education. Section 444 1(a) of the Education Act 1966 says, "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, without reasonable justification, then his (her) parent is guilty of an offence and can be prosecuted". Parents have a legal duty to ensure that their child attends school regularly.

Children are required to attend school for 190 days (380 sessions) in any single academic year. Any exceptions to this can only be taken with the full agreement of the Headteacher

The DfE documentation '*Reducing Absence – ensuring schools intervene earlier'* states that;

"The poor attendance of a number of pupils can disrupt their own learning and that of other pupils. The children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills or knowledge."

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

All staff at St Margaret's are aware that "Safeguarding is everyone's business".
Ofsted under Section 5, make judgements in relation to the effectiveness of Safeguarding. St Margaret's recognises its legal duty under Section 157 and 175 of The Education Act 2002, to work together with other agencies in safeguarding and promoting the welfare of children. Our school's Child Protection Policy takes into account Keeping Children Safe in Education, Sept 2024, the 'Working Together to Safeguard Children 2023' and 'Working Together to Improve School Attendance 2024' and is reviewed annually. All staff are aware of their responsibilities to inform the designated safeguarding officer and the Local Authority of children who are persistently absent or missing or any children they intend to remove from the school's roll.

Child Safeguarding Practice Reviews

When a child dies or is seriously harmed because of abuse or neglect, a review conducted to identify ways in which professionals and organisations can improve the way they work together to safeguard children and prevent similar incidents from occurring. By following our robust first day contact procedures, risk of harm to children should be minimised.

School will ensure

- All parents/carers contacts are up to date (at least two)
- Parents are aware of school's first day contact procedures

Absence Procedures

At St Margaret's we expect children to arrive at school between 8.45am - 8.55am. Children who arrive after the registration period (8.45am – 8.55am) but prior to the register being closed are recorded as L (late before registers closed), statistical meaning – present.

Children who arrive after the register is closed (arriving after 9.15am), are recorded as U (late after registers closed), statistical meaning – Unauthorised absence as the DfES have stated that:

'Arriving late for school, after the register has closed, is recorded as an unauthorised absence for the whole session.'

If a child is ill the first action to be taken is to call the school office on 01384 818660 report the absence on school life App (not emails through info) the school as early as possible (and before 9.00am) and let the school office know the child will not be in school and reasons for this. (**01384 818660).** Office staff will update the Integris register with a note in the register box to explain the absence.

Contacting school needs to be done **every day** of absence, not just the first day of absence *(unless a child is admitted to hospital, or has a long term illness-related absence for a period of time – in this instance you do not need to ring every day*).

If a child is not in school and we have not had a phone call by 9.15am one of our office staff will call parents/carer to find out why the child is not in school.

Unexplained absence will be unauthorised. However, if a child is absent and evidence from a medical practitioner advising that the period of absence was necessary are provided, the absence for the evidenced period will be authorised.

The office will keep records of any persistent or repeated unreported absences or lateness and share the information with Headteacher and Deputy Headteacher.

First day calling procedures

St Margaret's have a first day calling procedure which is followed when a child is absent from school and parents have not provided a reason for an absence and the office is unable to make contact. Home visits could be likely for an absence. Appendix 2

How we manage attendance

Office staff and senior leaders monitor attendance daily and carry out in depth attendance monitoring weekly using Integris (school's register system). The Deputy Head teacher will ascertain those children falling below 95%. A parent will be contacted by text message in the first instance and then by letter if attendance continues to be a concern. The letter indicates how the loss of learning may impact their child if low attendance continues.

Where attendance falls below 90% the school will write to parents to inform them of their child's attendance figure. The school will arrange to meet with families to discuss how we can support their child's attendance. Families will be offered Early Help and we will discuss the possibility of a referral to the school nursing team. The school will work with families where attendance remains low and we will complete an Attendance Support Plan (ASP) where necessary.

Persistent Absenteeism (PA)/Persistent Lateness (PL), Severe Absenteeism (SA)

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' full support and co-operation to tackle this. Children whose attendance falls below 50% are deemed to be severely absent.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. Pupils whose attendance falls below 90% will receive a home visit from a member of the senior leadership team on days where a parent or carer has contacted the school to advise us that their child will be absent.

Any child in St Margaret's who is identified as having **attendance below 90%** will have all further absence **unauthorised** on the school's register, unless medical evidence of appointments etc. is provided. Attendance below 90% is classed as persistent absenteeism. The Deputy Headteacher will contact the family directly to offer support to encourage improved attendance. A support plan might be put in place.

Pupils at risk of persistent absence

St Margaret's will initiate and oversee the administration of absence procedures. This includes:

- work with families and the community to identify effective methods of communication and recognise and overcome potential barriers to reaching families.
- letters home
- attendance clinics
- engagement with local authorities and other external agencies and partners
- carry out home visits to children who have attendance below 90% on days when they are off sick, even when a parent/carer has contacted the school to provide a reason for their child's absence.
- consideration of whether further interventions are required, e.g. Early Help, Attendance Support Plan.
- provide regular updates to leaders and teachers on at-risk children
- provide regular updates to the local authority attendance team and ESS to raise awareness of emerging at-risk pupils

Punctuality

Being on time is important to your child; every morning the class teacher explains what is going to happen during that day and starts teaching sessions promptly. If your child misses just a few minutes they may miss some very important information.

Getting into the habit of being punctual at school is a good life lesson. Good timekeeping is a requirement for most employers and is usually listed as a requirement for employees so by ensuring your child learns to be on time you are not only helping them make the most of school but also helping them with their future job prospects.

The pupil registrations Act 2008 states that it is the duty of the parent to ensure their child/children arrive on time for school.

How we manage Lateness:

If a child arrives late, after 8.55am but prior to 9.15am, the child must enter the school via the main front door and report to the School Office. Your reason for being late will be recorded on Integris and your child will receive 'late but present' If your child is in Reception, Year 1 or Year 2, we will ask you to escort your child to the appropriate drop off gate. If a child is late after 9.15am the previous procedure will apply but the child will be marked as 'unauthorised absence' unless a reasonable explanation is provided i.e. dentist/doctor (proof of appointment will be required)

If your child has a persistent late record, you will be asked to meet with a member of school staff to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Should school be unable to resolve an ongoing lateness issue we reserve the right to bring forward the close of register. This would mean that your child's lateness would be recorded as unauthorised which could result in the Local Authority considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

Absence from individual lessons/regularly leaving early

Should your child be present for registration but then fail to attend subsequent lessons, without permission, (regularly leaving early) school reserve the right to amend the register code for that school session to unauthorised to reflect lesson absence.

Medical Appointments

The school request that medical appointments are taken outside of the school day where possible. However, if your child has a medical appointment, you must contact the school prior to the appointment to ask for approved arrangements for your child to be collected/returned to school as close to the appointment time as possible. School will ask to see a copy of the appointment time/letter. School may not authorise the absence unless they have seen a copy of the letter/appointment card **before** the appointment.

If a child is late due to a doctors/medical appointment they will be marked as 'M' which does not class as a late mark.

Holidays in term time

There is no automatic entitlement in law to time off in school time to go on holiday (Pupil Registration) (England) Regulations September 2013)

Holidays during term time will not be authorised unless there are exceptional circumstances. Taking a holiday during term time means that children miss important school time, both educationally and socially.

In light of the changes to the Pupil Registration Regulations, St Margaret's CE Primary School will only grant leave where parents can prove exceptional circumstances.

All applications must be made in writing to the Headteacher at least 21 school days prior to the requested leave date.

Where the decision is made not to authorise leave in term time, we will inform parent/carers in writing.

Penalty Notice Fines issued by the Local Authority

The Education Support Service at the Local Authority may issue a Penalty Notice Fine of up to £80 (per parent/per child) if paid within 21 days or instigate legal proceedings in the Magistrates Court in the following circumstances:

- Where an excluded child is identified in a public place in the first 6 days of an exclusion.
- Where a Formal Warning Notice has previously been issued regarding unauthorised absence and further unauthorised absence is accrued.
- Where there is recorded unauthorised term time leave of absence/holiday leave.

Further information regarding Penalty Notice Fines and other enforcement proceedings relating to school attendance can be obtained from the Education Support Service (01384 813417).

School targets, projects and special initiatives

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 97% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this because we know that good attendance is the key to children fulfilling their potential.

Children missing in education

If any pupil has 10 consecutive school days of absence and school have undertaken their own enquiries and it is established that the child is missing from education a referral to the ESS will be made, who will then undertake their own enquiries in trying to establish the child's whereabouts. The ESS will then agree with school when to remove the pupil/s name from school roll, under Regulation 8 of the Pupil Registration Regulations 2006. The Regulations state that if the child has been continuously absent from school for a period of not less than 20 school days and at no time was his absence authorised, school have no reasonable grounds to believe the pupil is unlikely to attend the school by reason of sickness or any unavoidable cause and both the school and the ESS have failed after reasonable enquiry to ascertain where the pupil is then ESS can agree for the school to remove the pupil from roll.

Home educated children

Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be in school. On receipt of written notification to home educate from parents, school will inform the local authority that the pupil is to be deleted from the admission register.

Legal Interventions

St Margaret's are committed to working with children, parents and other partners to make use of the full range of support before legal interventions available to improve attendance and punctuality. In discussion with the Local Authority, we consider the level of intervention required after considering the individual circumstances of a family.

These include:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notice

his Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Review Date: Autumn 2024

Ratified by:

Signed by:

Appendix 1

Roles and Responsibilities

Pupils

- To attend school regularly and punctually
- To arrive at school between 8.45 and 8.55am.
- To attend registration promptly for both morning and afternoon registration

Parents/Carer

- To ensure their child attends school regularly, punctually, properly equipped and in a fit state to learn
- To notify the school every day of absence by 9.00am
- To provide written explanation of absences on the first day a pupil returns to school
- To take family holidays in the school holiday period
- To provide the school with **two** up to date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details within 24 hours

Teachers

- To keep an accurate attendance register
- To praise pupils for punctuality and good attendance
- To take appropriate action when pupils are late
- To monitor pupil absence
- To inform a member of SLT when absence is impacting on achievement

SLT

- To have a named member of SLT responsible for attendance
- To set clear and challenging attendance targets as part of school self-review
- To intervene early when individual pupil absence gives cause for concern
- Develop a multi-agency response to the attendance agenda
- Utilise the support of available specialists in relation to the attendance agenda

Office

- To monitor late entrants into school and adjust Integrin accordingly
- To forward phone messages to class teachers regarding absences, which are recorded straight onto Integrin and/or CPOMs
- To telephone the parent or carer of any child that is absent from school, where the school has not been notified. Refer to 'First Day Calling procedures in the appendices.
- To monitor register coding and alert staff of inconsistencies
- To produce individual or class summary sheets upon request of the Education Support

Service (ESS)

- On the advice of the Headteacher the office will refer to the Education Support Service (ESS) any children that have met the referral criteria
- To produce attendance figures for end of year reports

Appendix 2 – First day absence procedures

Absence Procedures 2024

Class registers completed and saved (9.00am)

Late children added to the electronic register from inventory/walkie talkie notification

Absences reviewed by school office staff (by 9.15am)

Contact made: annotate first day for. Pass to HT (DHT) in her absence

Phone calls made to first contact on emergency list for any children where no reason is known (by 9.30am)

No reply on first contact number so further calls made (refer to child's list of contacts) to check there has been any contact from within the family home.

Ensure Sara Shepherd (Louisa Hill in her absence) receives the list of absences with notes by 11am

No phone call by 12.00pm, DSLs carry out a safe and well home visit. If no reply, DLSs leave a 'Home Visit' form.

Sara Shepherd (Louisa Hill in her absence) ring the contacts leaving a message if there is no answer. Family are given a deadline of 12.00pm to notify school of their child's absence.

If child/children are on Early Help, CIN, CP, DSLs to contact the agencies and agree a further action. Further action might include police.

If child/children are not on Early Help, CIN, CP, school office to continue to call emergency number throughout the afternoon.

3.15pm deadline. DSLs carry out further home visit

No contact made
Contact police to initiate a safe and well check using 101.
Submit a MARF

APPENDIX 3 – ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

The following national codes will be used to record attendance information. These are in line with the coding attendance in the DfE guidance 2024.

Code /\ (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.

- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.
- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

Code C1 (Leave of absence for regulated performance or employment abroad):

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.

- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.

- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as unauthorized absence for statistical purposes.

Administrative Code Z (Prospective pupil not on admission register):

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.