

# Attendance Policy



**Winlaton West Lane Primary**

Date of Policy:	September 2024
Date approved by Governors:	September 2024
Next annual review date:	September 2026

## Key Contacts

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## INTRODUCTION

At West Lane our ambition is for all students to strive for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every session and every day that school is open. We consider this paramount to pupils achieving their full potential and enhancing lifelong outcomes.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation, well being and attainment of pupils and is an integral part of our school ethos.

We recognise that some pupils find it harder than others to attend school and therefore at all stages of improving attendance we will work together with parents/carers, pupils and relevant partner agencies to remove any barriers and build strong and trusting relationships. Promoting and ensuring excellent attendance is everybody's business within our school and community.

### Aims

- To aim for every child to have 100% attendance
- To have a manageable whole school approach to attendance and punctuality procedures.
- To teach children the importance of attendance and punctuality
- To promote excellent attendance and punctuality in order to ensure continuity of education, maximising children's academic potential, wellbeing and wider life chances.
- To ensure that parents are aware of their legal responsibilities regarding attendance and to work with parents if difficulties arise.
- To work alongside other agencies, including the Legal Intervention Team, if difficulties arise so that effective action can be put into place.
- To monitor attendance and punctuality effectively so difficulties are quickly highlighted.
- To make everyone aware of the detrimental effect of absences and lateness on the education of our children.
- Build strong relationships with families to make sure pupils have the support in place to attend school

## Expectations

### 1. We expect all pupils to:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day (ie; PE kit, reading packs, etc).

### 2. We expect parents/carers to:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school punctually and prepared for the school day;
- Ensure that they contact the school daily of any absence, before 9.20am (please note that emails or comms / text messages may not be checked before this time so should not be relied upon for initial communication);
- Notify school immediately of any changes to emergency contact details.

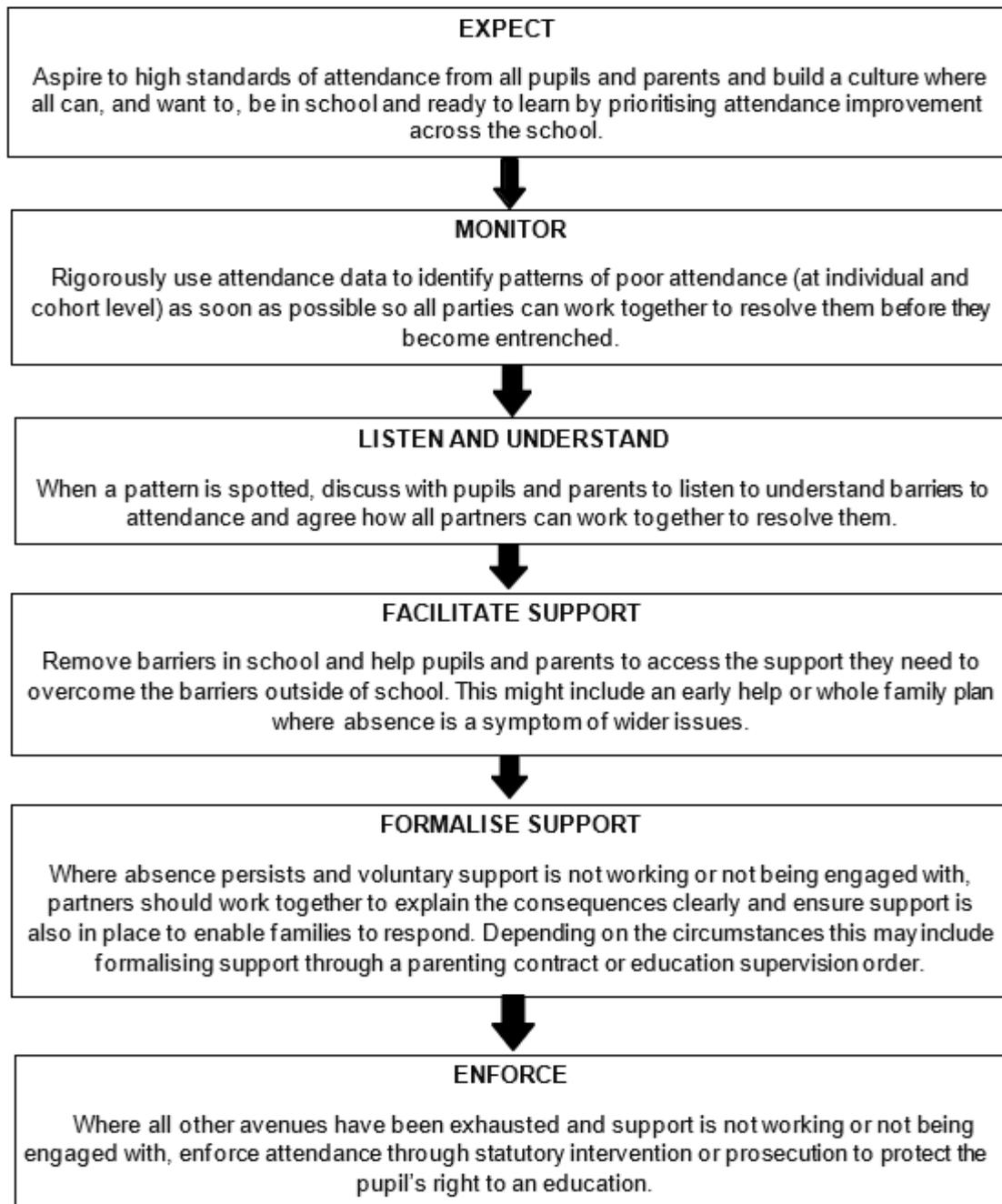
### 3. We will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Keep records of attendance and monitor individual attendance and punctuality;
- Contact parents when a child fails to attend and where no message has been received to explain the absence;
- Encourage good attendance and punctuality through a system of reward and recognition;
- Regularly inform parents of the % attendance of all pupils;
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance if certain criteria are met.

## Attendance Categories

<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Below Average</b>	<b>Concern</b>	<b>Persistence Absence</b>
100%	98% -99.9%	96%-97.99%	94%-95.99%	90-93%	Below 90%

At West Lane we follow the DfE Working together to Improve School Attendance Approach, which is statutory from August 19<sup>th</sup> 2024: [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance)



## Why is Attending School Regularly So Important?

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

Pupils who attend regularly are more likely to achieve better results than their peers that do not, both at Key Stage 2 tests in the Primary phase, and in GCSE's at Secondary.

Excellent attendance enables pupils to be part of the school community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

## SAFEGUARDING AND ATTENDANCE

West Lane will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety. [Safeguarding-and-Child-Protection-Policy-2023.pdf \(wwlcp.school\)](#)

### 4. Legislation and Guidance

This policy meets the requirements of the government guidance 2024 from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003

- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

## Inclusion

At West lane we believe that every pupil is of equal value and has the right to be treated with dignity and given equal education opportunities, irrespective of race, gender, aptitude, special educational need, disability, religion and beliefs; therefore we:

- respond appropriately to children’s diverse needs and are aware of the needs of children with differing: genders, special educational needs, disabilities and cultural ethnic and social backgrounds.
- are aware of the need to overcome potential barriers to learning and the importance of attendance and punctuality as an aspect of this.

## PROCEDURES FOR ABSENCE AND LATE ARRIVALS

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Headteacher will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive by **8:55 am** on each school day.

Our morning register is taken at **8:55 am** and will be kept open until **9:25 am**

Our afternoon register is taken at **12:30 pm in EYFS, 12:45 Y1& 2, 1:00pm Y3 & 4 and 1:15pm Y5 & 6** and will be kept open for 30 minutes after each start time.

A pupil who arrives late but before the register has closed will be marked as late (L), which counts as present.

If a pupil arrives after the register has closed 9:25am they will be marked with the unauthorised absence code “Late after registers close” (U) which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly.

See DfE guidance [Working Together to Improve School Attendance](#).

## Effects of Late Arrival at School

It is the duty of parents to ensure that children attend school on time. When a pupil arrives late to school, they miss important events such as important messages for the day ahead, teacher instructions and introductions as well as phonics sessions, basic maths and reading. Children can often feel embarrassed having to enter a classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others:

Minutes late per day...	Equates to days of teaching lost in one year...	Which means this number of lessons have been missed...
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons
20 mins	12 days	60 Lessons
30 mins	18 days	90 Lessons

The following information outlines the main circumstances to classify attendance on our registers:

<p><b>Authorised Absence</b></p> <p><i>Absence that is authorised by the school</i></p>	<ul style="list-style-type: none"> <li>• Illness which is reported by parents/carers following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness, please try and use the following as a guide if you are unsure <a href="http://www.nhs.uk">is my child too ill for school? - NHS (www.nhs.uk)</a> We may ask parents and carers provide evidence of the authenticity of an illness e.g. prescription, appointment card or other appropriate evidence.</li> <li>• Medical and dental where it is unavoidable that they take place in school time (appointment cards should always be seen).</li> <li>• Family Bereavements - for an agreed period of time.</li> <li>• Days of religious observance - advance notice should be given in this case.</li> <li>• Temporary exclusion - as a result of a specific action by the Head Teacher.</li> <li>• Permanent exclusion - while the appeal process is ongoing.</li> <li>• Attendance at a Pupil Referral Unit - where attendance is dual registered</li> <li>• .Or other exceptional circumstances where the school deems attendance at school to be inappropriate.</li> </ul>
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<p><b>Unauthorised Absence</b></p> <p><i>An absence where the school judges that the pupil does not have good cause to be missing from school</i></p>	<ul style="list-style-type: none"> <li>• Absences which have never been properly explained</li> <li>• Pupils who arrive at school too late to get a mark</li> <li>• Absences for shopping, birthdays, day trips, haircuts, purchase of party/prom clothes</li> <li>• Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered</li> <li>• Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)</li> <li>• In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised. Unauthorised absences may result in legal sanctions, use of penalty notices or prosecution.</li> </ul>
<p><b>Approved Educational Activity</b></p>	<ul style="list-style-type: none"> <li>• the pupil is engaged in an approved, supervised activity off site, for example, educational visit, sporting activity or work experience.</li> </ul>

## NOTIFICATION OF ABSENCE

To report an absence please phone our office before 8:45am on 0191 4142557 or alternatively send a message through the Arbor app or email our school office on [school@wwlcp.school](mailto:school@wwlcp.school)

If we do not receive any message we will try making contact via text and phone call before referring this to our safeguarding lead.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

### First Day of Absence Response

A member of the School admin team will telephone or text the parents/carers of all unexplained absentees from 9:25 am onwards and record explanations on Arbor.

- If there is no response, further attempts will be made to contact the parents/carers by telephone and then all other named emergency contacts will be tried. If all attempts to make contact fail, a home visit by two members of school staff may follow.
- if a home visit is unsuccessful, a calling card will be left asking parents/carers to contact school asap.
- Further attempts to contact parents/carers by telephone or text will be made.

- Social Services or other agencies could be contacted if staff are unable to contact parents/carers or other family members.
- Parents/carers will be asked for an explanation of absence.
- If no explanation is forthcoming, an unauthorised absence will be recorded.
- If there are concerns about persistent, sporadic or unexplained absence, school staff may need to make home visits

## Punctuality

Any child arriving after the doors have closed at 8:55am must enter via the school office and if accompanied by a parent / carer should give a reason for lateness and complete a late slip which is recorded on Arbor

- Arrival after the registers close at 9.25am (without an acceptable reason) will result in an unauthorised absence mark (U) and counts as an absence for that session.
- Where lateness gives cause for concern further action will be taken.
- Persistent lateness after the registers close, can result in the school referring the matter to the Local Authority for formal action to be taken

## Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation

## Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

## Leave of Absence Requests – 'Exceptional Circumstances'

**The law does not grant parents the automatic right to take their child out of school during term time.**

In line with DfE expectations only very exceptional circumstances will warrant an authorised leave of absence by the Headteacher. The request must be made by the parent/carers with whom the child normally lives, and permission must be sought in advance. The Headteacher must be satisfied that there are exceptional circumstances. If any leave of absence is granted, the Headteacher will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion. Decisions made in relation to whether a

leave of absence request is granted (authorised) or not (unauthorised) will be applied consistently and equitably

### Persistently and Severely Absent pupils (PA and SA)

A pupil is classed a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A pupil is classed as 'severely absent' if they miss 50% or more of their school across the school year for whatever reason.

We monitor all absence thoroughly. Any pupil that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, will be prioritised by school. Parents will be informed accordingly.

### Unable to attend due to exceptional circumstances (as set out in DfE attendance guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's ['Home to school travel and transport'](#) guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities, we can record those sessions as 'present at approved educational activity'.)

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic, early help approach to the issue and will involve other agencies if deemed necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or, fail to implement the suggested changes.

## SCHOOL MONITORING PROCEDURES

<b><u>Absence below 96% becoming a concern</u></b>	Monthly checks will be made and this may be discussed with parents and carers for example at parents evening. Each case is considered on an individual basis.
<b><u>Persistent absenteeism threshold met – below 90%</u></b>	Initial contact with parents and medical evidence may be requested in some cases further absences may not be authorised without information. School will monitor this for the next 4 school weeks.
<b><u>After 4 weeks of monitoring</u></b>	If attendance has fallen again a letter is given with a formal notice period of monitoring approximately 4 weeks.
<b><u>Formal monitoring shows no improvement</u></b>	Parents and carers are invited in for a meeting to discuss strategies and support to improve the attendance, an action plan is put in place.
<b><u>Following a failure in the action plan to improve attendance</u></b>	Completion of a Common Assessment Framework (CAF) or referral to outside agencies, if appropriate.  Referral to the legal intervention team

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 and Prosecution

Penalty Notices and Prosecution Unauthorised absences may result in legal sanctions, use of penalty notices or prosecution. Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child. Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter. The school will refer cases of unauthorised absence that meet the threshold for a penalty notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The national threshold for considering a penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The outcome of a referral to the Local Authority may be a penalty notice or prosecution. Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

- If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- Any second penalty notice issued to the same parent for the same child within a rolling three-year period, will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of two penalty notices can be issued to a parent for the same child within a rolling three-year period. At the third (or subsequent) offence(s), another tool, such as prosecution, will be considered.

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

- whether a leave of absence has been taken without the permission of the Headteacher (unauthorised absence);
- if a leave of absence has been agreed and the pupil returns to school after the agreed date
  - without explanation;
  - no application for leave has been made;
  - the local authority is satisfied that the parent had full knowledge of the procedures and the possible consequences.
- Whether a penalty notice is the best available tool to improve attendance for that pupil

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). The payment must be made directly to the local authority, regardless of who issues the notice. Penalties are collected by the local authority; school does not receive this money. **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 our school's strategy for improving attendance. The school will:

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

## **LIAISON WITH PARENTS/CARERS**

Information about attendance and punctuality is included regularly in the Friday letter. There is also information on the school website. Leaflets are sent to parents informing them of the benefits of good attendance.

## **ROLE OF GOVERNORS**

Governors determine, support and review school policies. They support the aims of this policy by making resources available wherever possible. They receive termly reports concerning attendance, which they use for monitoring purposes. The Attendance governor works with the Head Teacher to determine, review and implement policies and procedures.

## **ATTENDANCE DATA**

A range of attendance data will be collected and analysed each half term in order to identify individual pupils or groups of pupils whose attendance is a cause for concern:-

- whole school attendance rates
- numbers and proportion of persistent absentee pupils
- rates of unauthorised absence
- attendance/absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, etc)

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual pupils.

## **COMMUNICATION**

West Lane Primary School's Attendance Policy will be communicated through:

- the home-school agreement
- regular newsletter items
- guidance and advice in the staff handbook
- school website

## **LINKS WITH OTHER POLICIES/PROCEDURES**

This policy is linked to our:

Safeguarding and Child Protection Policy

Anti-Bullying Policy

Home/School agreement

Behaviour Policy

Special Educational Needs Policy

Supporting Pupils with Medical Conditions Policy

Children Missing Education

## **MONITORING, EVALUATION AND REVIEW**

This school will review this attendance policy annually and assess its implementation and effectiveness. The policy will be shared with parents and promoted and implemented throughout the school.

Reviewed with Governors Summer 2024 Review date June

## Appendix 1

**Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.**

While leave of absence may be granted during term time, it is entirely at the Head Teacher's discretion and it is not a parental right.

### Exceptional Circumstances

The government and schools realise that it is more expensive to go on holiday during the school holiday period than at other times of the year. However, it is the view of the DfE that a child(ren) should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances. Less expensive holidays are not a good enough reason for taking a child or young person out of school. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether or not to grant a leave of absence for 'exceptional circumstances', the following will be considered:

- What is the normal pattern of attendance for the child(ren) who is asking for a leave of absence?

- What is 'exceptional' for one family might be the norm for another family.

- Examples of 'exceptional circumstances' might include:

- o A special one-off family event (30th wedding anniversary of grandparents; parents wedding) - but one that doesn't happen on an annual basis
  - o A funeral which requires the family to travel some distance etc

- o The receipt of a special award which means the family need to travel some distance and stay overnight
  - o A parent who has the potential for a new job and wants to take their family with them to see if they like the area

- o A parent who is in the Armed Forces might be considered under 'exceptional' circumstances, however, parents who have set holidays due to their work patterns are not considered to be 'exceptional' circumstances

## Appendix 2

### Absence Codes

The following registration are effective from the 19<sup>th</sup> of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>C1</b>	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
<b>C2</b>	Leave of absence – Part-time timetable	For compulsory school-age pupil who is on an agreed part-time timetable
<b>E</b>	Suspended or permanently excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>J1</b>	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Parent travelling for occupational purposes	Pupil is a mobile child due to the parent travelling from place to place for business/trade
<b>Q</b>	Unable to attend due to lack of access arrangements	Pupil is unable to attend due to a lack of access arrangements made by the local authority
<b>Y1</b>	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
<b>Y2</b>	Unable to attend due to widespread disruption to travel	Pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
<b>Y4</b>	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly

<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
<b>Y7</b>	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

