



Caslon Primary Community School, Beecher Bear Daycare and Nursery, Beech Tree SEMH Base and Tree Acre (Early Years Inclusion Hub)

Attendance Policy 2025 - 2026

"This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website"

At Caslon Primary Community School, Beech Tree and Tree Acre we believe that every child has the right to an education_and that excellent attendance and punctuality play a crucial part in maximising every individual's chance to reach their full potential.

We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

To guarantee a comprehensive approach to attendance, we 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.(See appendix) The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

Our school is proudly working as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Why Regular Attendance is so important:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (2018) Keeping Children Safe in Education (2023) and School's Safeguarding and Child Protection Policy.

We follow the Department for Education guidelines and expect every child to maintain attendance of at least 95% throughout the academic year. In line with 'Working Together To Improve School Attendance (September 2024), persistent absence is considered any attendance below 90% within the academic year.

Celebration of Attendance

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff.

We strongly believe in recognise those whose attendance and punctuality is significantly improved or consistently excellent through weekly attendance certificates. In addition, each child that has 100% attendance for a term receives a bronze star badge, a silver star badge for two consecutive terms and a gold star for 3 consecutive terms.

We recognise children's continued attendance and punctuality through our points reward system. For this we reward 1 week of full attendance and punctuality with 1 attendance point. Our reward system:

- 1 week of full attendance and punctuality = 1 point & a 1 point prize from the attendance prize box
- 5 points = A 5 point prize from the attendance prize box
- 20 points = A 20 point prize from the attendance
- 35 points = A school outing to Flip out trampoline centre

Attendance Analysis

We have a dedicated team of staff who meet regularly to look at attendance figures and punctuality. This is led by a member of SLT known as Senior Attendance Champion, namely Mr Monk. This includes recording how many minutes of lost learning occurs through unsatisfactory punctuality. The information gathered in these meetings leads to families receiving letters stating the percentage attendance of their child/children and expectations for improvements.

Attendance analysis will take place monthly and will include at least two members of the Senior Leadership Team. Following each meeting, letters will be sent

informing parents of declining attendance and punctuality. Their child's attendance percentage will be stated or the amount of lates will be stated and minutes of lost learning stated. In accordance with following Inclusive Attendance guidance MTSS actions are put in place according to which tier level of support is required.

Persistent absence is considered below 90%. If, after two absence letters are sent and a child remains below 90% Early Help will be offered and a meeting will be requested by the Deputy Head Teacher. Attendance Support Plans will be actioned if no further improvement is noted. At this stage, Early Help will be offered and reasons for refusal must be recorded. If attendance continues to decline or remains below 90% - a referral to Education Support Service (ESS) through their REPS process and the school's own tiered system will be utilised.

Authorised absence:

We will authorise a maximum of 10 half days/5 days of absence per pupil per year without any medical evidence of illness. This caters for the occasional colds/coughs/sickness bugs. Attendance at medical appointments will also be authorised provided an appointment card/letter of proof is presented for our records.

Any longer term illness which leads to more days off will be authorised provided it is in line with LA guidance (e.g. in the case of chicken pox.)

We consider that a medical prescription is proof of illness but does not necessarily justify a child's absence unless supported by a doctors' note. In most cases prescriptions can be administered at school where there is a need for 4 doses to be administered per day. (Also see medicine policy.)

Late to school

The school gates open at 8:30am and close at 8:40am. They children will always be greeted by a minimum of two members of staff. Registers are open in the classroom between 8:30 and 8:45am. Any children that arrives late will have the minutes late recorded on Scholar. The school register closes 30 minutes after the class registers close and will result in a U mark (late after registers close) resulting in an unauthorised absence for that session.

The only exception to a child not receiving a late or unauthorised mark is that you have been able to provide proof of attendance at a medical appointment e.g. appointment card from Doctors surgery. We are aware that there may be exceptional circumstances for some children and we would ask that you speak to the Head Teacher if you consider that your circumstances require special consideration. Late marks are a privilege which the school can choose to apply or withdraw at head teacher's discretion.

Short Term Illness

If your child is particularly ill, your first action is to call the school as early as possible (and before 9:30am) on the following number – 01384 818875. If you cannot get through please leave an answer phone message.

This must be done every day that your child remains ill. Without a Doctors' note, length of illness cannot be predicted and must therefore be reported to school daily. Failure to contact the school will result in the school following procedures as described in the 'No Contact from Parent' flowchart.

Reporting your child as being absent for a significant period (5+ days) with no proof will be recorded as unauthorised absence. (The only exception to this is if your child has been admitted to hospital or has a significant long-term illness which has already been reported to the school with medical evidence). If parents/carers cannot provide any further evidence regarding child's absence, the school may involve the school nurse. If repeated absences occur without medical evidence a meeting will be requested with a member of the Senior Leadership Team and an Individual attendance plan will be actioned. Early help may be offered at this stage. If attendance continues to decline without medical evidence, you may be issued with a Warning Notice or Penalty Notice from the Education Support Service.

Please be aware that our records of parental communication can be presented as evidence for referral purposes.

Long Term Sickness

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they can work with your child whilst they are not in school. This would mean that your child is being educated off site and this would not affect their overall attendance percentage.

If a child leaves hospital and following this is at home for 2 weeks or more, then we can contact Cherry Tree Pupil Referral Unit and they will support your child at home.

Persistent Absence

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' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards greater tracking and monitoring. Where a child's attendance has become of significant concern, whether through a decline in percentage of attendance (towards 90%) or an emerging pattern in their absence, meetings will be requested by the Deputy Head Teacher to monitor the attendance with a view to seeing rapid improvement via an Attendance Support Plan. Records of each meeting and phone call will be kept as evidence should the need to a referral arise.

Leave of Absence

We want all of our pupils to learn in a high quality, happy and secure environment. We recognise that attendance and punctuality is paramount in raising standards and pupil attainment. Therefore we follow government guidelines as stated below:

Granting leaves of absence (Working Together to Improve School Attendance - September 2024)

Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Halesowen schools cannot grant leave of absence for family holidays, unless it is deemed truly exceptional circumstance. This applies to siblings who attend different Halesowen schools.

Absences considered 'exceptional circumstances' must be requested in writing directly to the Head Teacher at least 20 days before the event. All 'Leave of Absence' forms requesting 5 days off or more will receive a reply from the Head Teacher.

The school will notify the ESS that the circumstances required to justify the issuing of a Penalty Notice for a leave of absence, if the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause and:

- An application has been refused and leave is then taken;
- No application has been made and leave is taken; or
- Leave has been granted but extended leave is taken without the additional absence being authorised by the school.

Exceptional Circumstances

Exceptional circumstances are not specified in the DfE guidance; however advice from the National Association of Head teachers identifies the following possible exceptional circumstances:

- Absences to visit family members are not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may however need time to visit seriously ill relatives.
- Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Absences for important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave.
- Consideration of the needs of the families of service personnel, if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Schools have a duty to make reasonable adjustments for students with special educational needs or disabilities
- Families may need time together to recover from trauma or crisis.

Exclusions

Parents/Carers can be issued with Penalty Notices if a pupil who has been excluded and contravenes the details set out in the Exclusion Letter as to their whereabouts during school hours throughout the duration of that Exclusion.

It is our legal responsibility to make a referral when a child who has been excluded, is seen out in public. This will result in an immediate fine from Education Investigation Service.

Criteria for Referrals/Penalty Notices

Referrals to ESS will be made based on the following documentation as detailed by Dudley ESS.

<https://www.dudley.gov.uk/residents/learning-and-school/education-support-service>

The Education Support Service (ESS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that parents do so. A parent has a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school may make a referral to the ESS and support them in the actions that they may take.

Referrals

A child is defined as a persistent absentee if they miss 10% or more of their possible sessions.

All state funded schools must consider whether a penalty notice for absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice.

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all 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).

When a school becomes aware that the threshold has been met, they are expected to make the following considerations to decide whether to issue a penalty notice in each individual case

Penalty Notices

The Education (Penalty Notices) (England) (Amendment) Regulations 2024:

(3) Where no penalty notice has been issued to the parent under section 444A(1) of the 1996 Act in respect of the same child in the preceding three-year period, the amount of the penalty is -

(a) £80, where the amount is paid within the period of 21 days beginning with the date on which the notice is received;

(b) £160, where sub-paragraph (a) does not apply.

(4) Where a penalty notice has been issued to the parent under section 444A(1) of the 1996 Act in respect of the same child in the preceding three-year period, the amount of the penalty is £160.

Escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change parental behaviour without the need for a criminal prosecution. If repeated penalty notices are being considered for the same parent, a further penalty notice is unlikely to be

the most appropriate tool available. Therefore, from 19 August 2024, a limit of no more than 2 penalty notices being issued to the same parent for the same pupil within a 3-year rolling period will apply.

The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice must not be issued within a 3-year period. Therefore, in cases where the threshold is met for a third (or subsequent) time within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions. In these cases, once 3 years has elapsed since the first penalty notice was issued to the parent a further penalty notice can be issued if appropriate, but in most cases it will not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024 in cases where the absence period started after that date.

Generally, a 'clean slate' approach will be taken from September 2024. This means that any parent regardless of the number of penalty notices and/or prosecutions that have gone before may be issued with a 'first' penalty notice in line with the new National Framework. Nevertheless, if a parent has previously been prosecuted under Section 444(1) or (1A) Education Act 1996 and an unauthorised LOA is taken after 19th August 2024, SA&ESS may still consider it more appropriate to take an alternative course of action.

The escalation and limit on penalty notices applies to a parent in respect of offences relating to an individual child. This means that a parent could receive a penalty notice for one child, and then one for a different child within 3 years without the penalty notice amount increasing or the 2 penalty notice limit being reached.

Child Missing in Education

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance. Schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

Removal from School Roll

If a child is not ill and is persistently absent from our school for above 20 days, as a school we would work with the ESS to find out where your child is, as detailed above. A result of this investigation may be to have your child removed from the school roll. (Section 8 Admissions) It would then be the parent's responsibility to contact admissions in order to re-register the child/children.

No contact from Parent

In the event of no contact with parent/carers, the following procedures will be followed:

1st Day of Absence:

Phone call to parent from school
If no reply - repeat phone call at 1pm.
Messages sent via Class Dojo throughout day 1 of absence.
Door Knock from Instill for vulnerable children

Day 2 of absence:

Door knock by member of Attendance Team (Instill).
Continued phone calls and Class Dojo messages.

Day 3-4 of absence:

Day 3 - 2nd door knock and letter of concern delivered.
Daily phone calls to all named contacts.
Day 4 – final door knock (before referral to Children's Services and Attendance Agency).

Education Support Team will be contacted.

In the event of;
10 consecutive sessions off,
12-24 unauthorised sessions in 6 week period

Attendance Monitoring

Time	Action	Response
Daily	Phone calls Dojo's	Reason for child's absence is determined
Day 2-4	Phone calls Dojo's Door knocks External agencies including Children's services	Reason for child's absence is determined. The safety and well-being of the child is determined

Ongoing	Education Support Service contacted for 10 absences in 10 week rolling period or 10 consecutive days of unauthorised absence	Fixed penalty notice
Ongoing	Education Support Service contacted Leave of absence not authorised 10 session G code	Fixed penalty notice
Monthly	SLT attendance monitoring conducted	Below 90% first time receive first attendance or punctuality letter
Monthly	SLT attendance monitoring conducted	Continue below 90% receive second attendance or punctuality letter
Monthly	SLT attendance monitoring conducted	Continue below 90% without improvement. Or punctuality remains unsatisfactory. Attendance meeting and Attendance Support Plan created School Nurse referral offered Early help signposted
Monthly	SLT attendance monitoring conducted	Attendance Support Plan Reviewed. Referral to Local Authority ESO through REPS referral School Nurse referral offered. Early help signposted

Roles and Responsibilities

Pupils

- To maintain a good and positive attitude towards coming to school.
- To try their hardest to come to school.
- To follow MTSS Tier 1-3 as appropriate.

Parents

- To ensure their child attends school regularly, punctually, in a fit state to learn every day that school is open.
- To notify the school by 9:30am of any absence. Answer machine messages may be left giving a specific reason for absence.
- To provide written explanation of absence on the first day a pupil returns to school if a phone call was not made/message not left.
- To take family holidays in school holiday periods, not during term time.
- To provide letters/doctors notes where prolonged absence occurs.

- To ensure that the school have up-to-date contact details e.g. when mobile phones are replaced.
- To support school by utilising MTSS Tier 1-3 as appropriate.

Teachers

- To complete attendance registers up to date and complete them by 8:45am and 1:05pm respectively.
- To praise pupils for continued and improved punctuality and attendance.
- To support all pupils through MTSS Tier 1-3
- To notify Attendance Team and SLT of concerns regarding absence or lateness particularly when it is having a detrimental impact upon progress.

Senior Leadership Team

- Named member of staff responsible for attendance (Assistant Head).
- Monthly attendance and punctuality analysis
- Named member of staff to report to Head Teacher and Governors termly in attendance issues.
- Set clear and challenging targets for attendance and punctuality for whole school, classes and individuals.
- To intervene early and make persistent efforts when individuals give cause for concern.
- Follow the schools Attendance Action Flow Chart in the event of persistent or prolonged absence.
- Utilise further professional bodies when improvements are not seen in relation to attendance below 85% or prolonged absence.
- Utilise intervention and support from local authority through REPS process and referral.
- Records to be kept of communication with parents whenever it occurs.

Other relevant Policies:

Working together to Improve School Attendance 2025

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf

Summary Table of responsibilities for school attendance 2025

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

Appendix 1: Coding Attendance in line with DFE guidance 2025:

Code A (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):

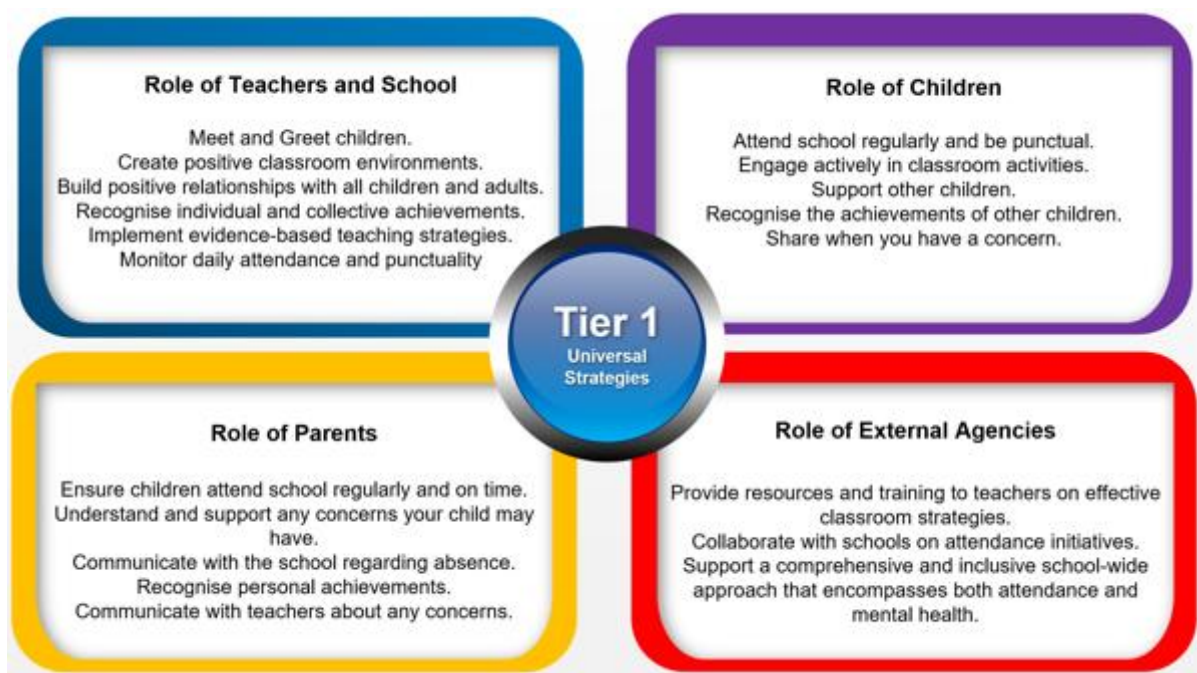
- Applied when a pupil arrives late after the register has closed but before the end of the session.
- Schools should discourage late arrival and set a specific time limit for registering attendance.
- Late arrival beyond the specified time results in the pupil being marked as absent.
- Classified as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

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

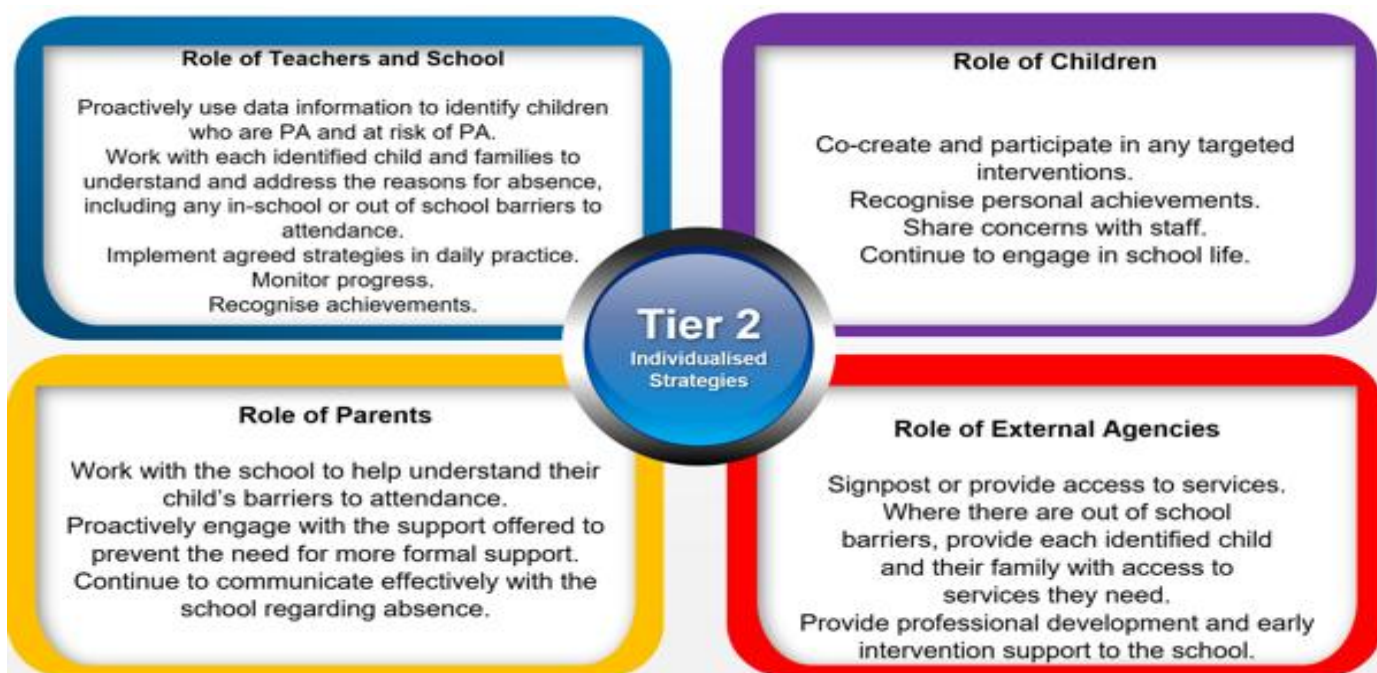
- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

Appendix 2 – Multi Tier Support System

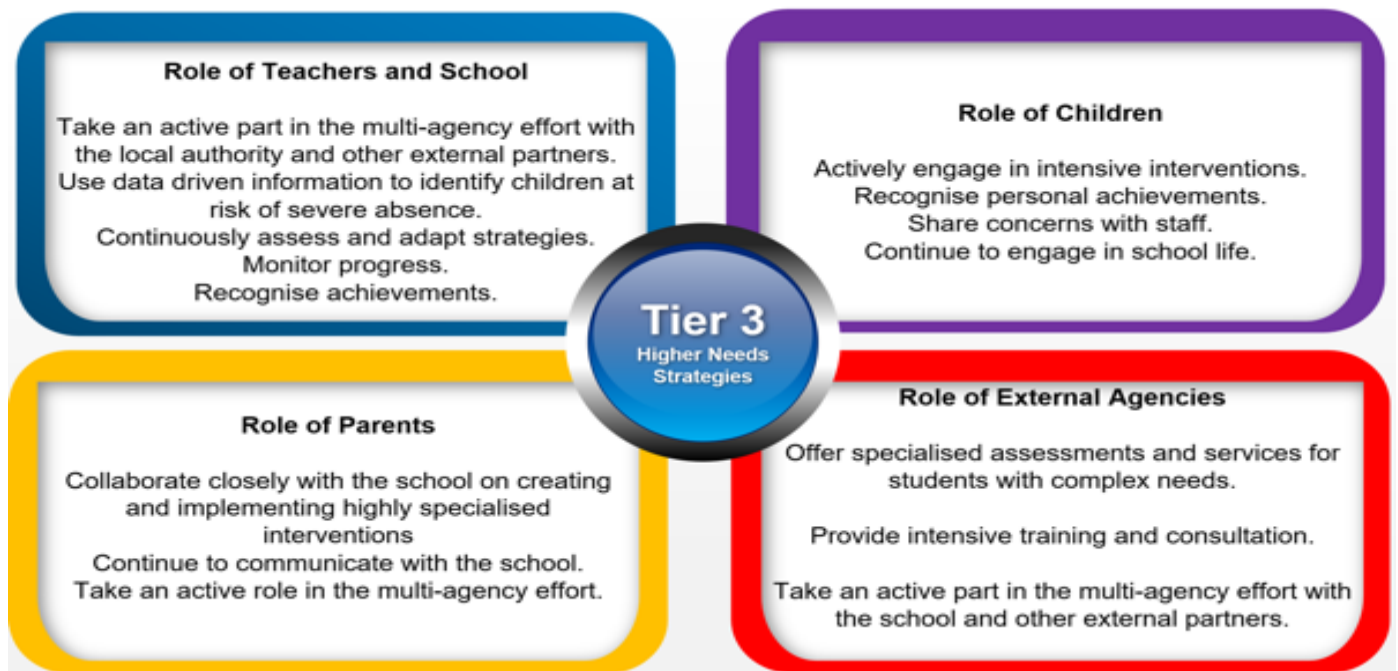
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



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



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 such as local authority REPS process when necessary.



Policy updated: September 2025