Attendance Policy

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils;
- Promoting excellent attendance and the benefits of excellent attendance;
- Reducing absence, including persistent and severe absence;
- Ensuring every pupil has access to the full-time education to which they are entitled;
- Acting early to address patterns of absence;
- Building strong relationships with families to make sure pupils have the support in place to attend school.

Bevendean staff and governors are united in their belief that regular school attendance enables children to maximise the educational opportunities available to them. Excellent attendance helps children to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Bevendean Primary School values all children. We work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right services, at the right time, to resolve difficulties. The Senior Leader Responsible for Attendance (Sarah Miller) and Attendance Officer (Karen Durn) monitor attendance weekly and use attendance data to identify any patterns of concern, whilst also celebrating success.

Bevendean staged approach is child-centred and prioritises support and developing strong working relationships with families. We will use the Early Help process to provide support prior to escalation and consider how we can work with families to enable children to access their right to education.

Attendance figures for each child will be reported to parents termly: as part of the Parents' Consultations and pupils' Annual Reports. Parents can also access their child's live attendance figure, at any time, through the Compass app.

2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers;
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority;
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos;
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources;
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs;
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most;
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge;
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs;
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance; ○
    - That absence is almost always a symptom of wider issues;
    - The school's legal requirements for keeping registers;
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy.

3.2 The Headteacher

Headteacher is responsible for:

- The implementation of this policy at the school;
- Monitoring school-level absence data and reporting it to governors;
- Supporting staff with monitoring the attendance of individual pupils;

- Monitoring the impact of any implemented attendance strategies;
- Authorising Brighton and Hove Attendance to issue fixed-penalty notices, where necessary;
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers;
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs;
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels;
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times;
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days;
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.

3.3 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader is responsible for:

- Leading, championing and improving attendance across the school;
- Setting a clear vision for improving and maintaining good attendance;
- Evaluating and monitoring expectations and processes;
- Having a strong grasp of absence data and oversight of absence data analysis;
- Regularly monitoring and evaluating progress in attendance;
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff;
- Liaising with pupils, parents/carers and external agencies, where needed;
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues;
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers;
- Delivering targeted intervention and support to pupils and families;

The designated senior leader responsible for attendance is Sarah Miller

3.4 The Attendance Officer

The school's Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section 7);
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher;
- Working with Education and Academy Welfare Officers to tackle persistent absence;
- Advising the Headteacher when to issue fixed-penalty notices.

The Attendance Officer is Karen Durn

3.5 Class Teachers

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix One), and submitting this information to the School Office by 8.50am EY and KS1 8.55 am KS2 for the morning session and 12.50 EY, 1.00pm KS1 /1.15 pm KS2 for the afternoon session.

3.6 School Office staff

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system;
- Transfer calls from parents/carers to the Designated Senior Leader Responsible for Attendance in order to provide them with more detailed support on attendance.

3.7 Parents and Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not;
- All those who have parental responsibility for a child or young person;
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day on time;
- Call the school to report their child's absence before 08:30am on every day of their child's absence; stating the reasons why and advising when they are expected to return;
- Provide the school with more than one emergency contact number for their child;
- Ensure that, where possible, appointments for their child are made outside of the school day;
- Keep to any attendance contracts that they make with the school;
- Seek support, where necessary, for maintaining good attendance, by contacting their child's Class Teacher in the first instance.

PARENT AND CARER RESPONSIBILITIES

Sign a Home -School Attendance & Punctuality Agreement

Child's name..... Class.....

ATTENDANCE IS NON-NEGOTIABLE

THE SCHOOL

All staff will:

▪ provide a safe, secure and stimulating learning environment so that all children want

to be in school every day and on time;

▪ we will rigorously follow up any absences or regular lateness in order that it does not

become a habit;

▪ support families as much as possible to overcome any attendance and punctuality

issues which happen as a result of challenging family circumstances.

THE FAMILY

I/We will:

▪ ensure that my child attends school every day;

▪ find someone else to take my child if I am unable to take them on a particular day;

▪ make sure that my child is in school before the doors close at EY /KS1 8.45am and 8.50am KS2;

▪ support the school with its efforts to improve levels of attendance and punctuality;

▪ attend any meetings that the Headteacher and/or the Education Welfare Officer may

arrange if my child is persistently absent or late;

▪ book any family holidays during the school holidays and not in term time, so that my

child does not miss out on valuable learning time.

▪ book any routine medical/dental appointments after school hours or during the 175 days of school holidays and not in term time, so that my child does not miss out on valuable learning time.

Parent's Signature…… Date……

Attendance contract

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. This means pupils must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. The school will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development. The 'Working Together to Improve Attendance supports this by providing clarity on the short- and long-term consequences of poor attendance. Parents are bound by the terms relating to conduct and **attendance in the parent contract** and failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the school unreasonably.

What is an attendance contract?

An attendance contract is a formal agreement between a parent/carer and a school. You may be offered an attendance contract if your child's level of attendance at school is causing any concern. Attendance contracts are NOT a punishment. They are a way for you and the school to work together to help improve attendance and for all to recognise what practical support may best assist your child. An attendance contract will give you the opportunity to

share your child's experiences, feelings and thoughts and discuss what you think may help. Any support that is agreed may be provided directly by someone at the school or by another partner organisation.

Who can be offered an attendance contract?

Attendance contracts can be offered to any parent, step-parent, or carer that has day to day care of a child or young person, whether they live with the child or not.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time.

4. Recording Attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present;
- Attending an approved off-site educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made;
- The name and position of the person who made the amendment; See

Appendix One for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not;
- The nature of the activity if a pupil is attending an approved educational activity;
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for six years after the date on which the entry was made.

Attendance expectations at Bevendean Primary School & Nursery

Nursery, Reception, Year 1 and Year 2

The school day starts at 8.45am, and pupils will come into their classroom, ready to begin lessons at this time; therefore, the gate will be opened at 8:40am so that children can be in class on time.

Registers will be taken as follows throughout the school day:

• The morning register will be marked at 8.50am and any pupil arriving after this time will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark

• The morning register will close at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time

Year 3, Year 4, Year 5 & Year 6

The school day starts at 8.50am, and pupils will come into their classroom, ready to begin lessons at this time; therefore, the gate will be opened at by 8:45am so that children can be in class on time.

Registers will be taken as follows throughout the school day:

• The morning register will be marked at 8.55am and any pupil arriving after this time will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark

• The morning register will close at 9:20am. Pupils will receive a mark of absence if they do not attend school before this time.

The register for the second session will be taken at 12.50pm EY,13:00pm KS1/13.25 pm KS2

Sickness

If children are too unwell to attend school, parents/carers must contact the school office on 01273 681292 on the first day of absence before 9.00am and then each school day thereafter. They can also email the school on: admin@bevendean.brighton-hove.sch.uk

Children with low-level illness are still expected to attend school. The traffic light guidance below may help you decide if your child is well enough to come into school. Please also see NHS guidance here: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school.

If your child has a medical condition that could impact school attendance, please let us know. There may be support that we can offer.

RED – STAY AT HOME **Sickness & Diarrhoea 24 hours* must have elapsed before a child**	**AMBER – COME TO SCHOOL AND COMMUNICATE WITH STAFF**	**GREEN – COME TO SCHOOL** **Mild cough, Cold, Sore Throat, Feeling Tired We will always**

can return to school from the last episode.	**Headache, Feeling Sick, Stomach Ache Children often feel unwell if they are anxious, if in doubt contact the school for advice.**	**contact you if your child is ill during the school day**

*This may be extended to 48 hours if there is an outbreak of sickness / diarrhoea in the school or Key Stage. Praents / Carers will be informed if this is the case. If your child is ill, please inform the school by:

• Calling: 01273 681292 • Emailing: **admin@bevendeanprimary.co.uk**

Appointments In accordance with DfE guidance, routine medical and dental appointments should be arranged outside of school hours wherever possible. If the appointment time allows your child to come to school for registration and then leave later, this will mean that less school is missed. Your child should return to school straight after their appointment wherever possible.

4.2 Unplanned Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 08:50am, or as soon as practically possible, by calling the School Office via 01273 681292

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than five days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent or carer notifies the school in advance of the appointment. The school may ask for evidence of the appointment.

However, we encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent or carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. At least 2 weeks' notice required. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code;
- After the register has closed will be marked as absent, using the appropriate code.

Late Arrival Procedures and Parent/Carer Responsibility

Pupils who arrive at school after the morning register has opened must enter through the pass door.

- Reason and Signature Required: Parents or carers escorting late pupils must provide a clear, valid reason for the lateness and formally acknowledge the arrival time by signing the Late sheet.

Our school identifies punctuality issues through weekly tracking by the attendance leads and half-termly tracking by the Headteacher. We aim to respond to ongoing punctuality issues by working alongside and supporting the family. In the first instance, a meeting is held so the concern can be discussed, barriers to punctuality identified and strategies put in place to overcome them.

4.5 Following up Unexplained Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will call the pupil's parent(s) on the morning of the first day of unexplained absence to ascertain the reason.

If the parents can be reached, the school will then:

- Identify whether the absence is approved or not;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent;
- Between 8-8.30 am the attendance admin will check for messages from parents who have reported their child absent. After the registers close, if still no message or information on absence is provided, the school will send a message to all parents who have not contacted the school at 9.30 am. Followed by a phone call prioritising safeguarding as first port of call at 10.00 am after which the unexplained absence will be escalated as a safeguarding concern which could include all or some of the next steps- home visit check , front door referral and contacting the police. The school will call the parent on each day that the absence continues without explanation to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer;
- Where appropriate, offer support to the pupil and/or their parents to improve attendance;
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

If the parents cannot be reached, the school will then:

- Make a Home Visit (consisting of two members of school staff).
- If they are not able to contact the parent or child at the home address, the Police will be contacted, and a request will be made for them to complete a 'Safe and Well Check';

4.6 Reporting to Parents and Carers

The school will regularly inform parents and carers about their child's attendance and absence levels. This will be done at least once per term and via the pupils' annual school reports.

You can access your child's live attendance figure at any time via the Compass app.

Where a pupil is persistently absent, severely absent or has an attendance figure below our aspiration of 96%, communication will be made from the school. This may be via a written letter or invitation to attend an in-person meeting, dependent on the context behind each absence.

5. Authorised and Unauthorised Absence

Leave of Absence

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations:

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).

- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Headteacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. I.e. the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an 'unauthorised' absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance Service of Brighton and Hove County Council. Penalty notices are issued in accordance with Code of Conduct for Brighton and Hove County Council Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Brighton and Hove County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- **First Leave of Absence Offence**: the amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- **Second Leave of Absence Offence within a 3-year period (from the date of issue of the first penalty notice):** the amount of £160 paid within 28 days. No reduced amount.
- **Third Leave of Absence offence within a 3-year period (from the date of issue of the first penalty notice):** a Penalty Notice will not be issued and the matter will be referred to Brighton and Hove County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

6. Attendance Monitoring

At Bevendean, we implement a staged approach to promote excellent attendance for every pupil. Our staged approach is underpinned by six principles:

1. **Expect:** a culture where all children can, and want, to be in school.
2. **Monitor:** analyse attendance data weekly to identify patterns of poor attendance or areas of concern.
3. **Listen and Understand:** working alongside parents to understand their barriers to attendance; work together to remove them.
4. **Facilitate Support:** empower parents by supporting them to access external support to overcome barriers outside of school.
5. **Formalise Support:** this could include formalising support through a Parenting Contract or Education Supervision Order.
6. **Enforce:** statutory intervention or prosecution to protect the child's right to an education. This stage will only be implemented when all previous stages of the approach have been exhausted and there is no other option.

6.1 Monitoring Attendance

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether there are groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

6.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly (weekly) to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.

6.3 Using Data to Improve Attendance

The Senior Leader Responsible for Attendance will:

- Provide regular (weekly) attendance reports to Phase leads and Class Teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents and carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

- Communicate persistent or severe absence concerns with parents every half term. This may be via a written letter or invitation to attend an in-person meeting, dependent on the context behind each absence. (See further details in Section 6 – Staged Approach Procedures.)

7. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Petrina Ferris – Headteacher. At every review, the policy will be approved by the full Governing Body.

9. Links with Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

Appendix One: Attendance Codes

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays