



Evelyn Street Primary Academy

Attendance Policy

Ratified: July 2024

Next Review Date: July 2025

Policy Title:	Attendance Policy
School:	Evelyn Street Primary Academy and Nursery
Linked Policies:	<p>This policy should be read alongside the following school policies:</p> <ul style="list-style-type: none"> • Safeguarding policy • SEN policy • Behaviour Policy
Other Guidance Reading References & Research:	<p>This policy is based on the recommendations of the DfE guidance “Working together to improve school attendance” in place from September 2022 and updated August 2024. It is written with due regard to guidance documents and legislation as detailed in Appendix 2 where you will also find reading references.</p> <p>A summary of roles and responsibilities can be found by following this link: <u>Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)</u></p>
Written By:	Melissa Young
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1. Organisation and facilities

- 1.1. Securing good attendance is not seen in isolation. Warrington Primary Academy Trust's (WPAT's) effective practices for improvement involve close interaction with curriculum planning, positive behaviour, bullying prevention, safeguarding, special educational needs and medical needs support, mental health and wellbeing, and effective use of resources. WPAT's foundation for securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

2. Rationale

- 2.1. WPAT promotes the benefits of good attendance for all pupils. It sets and expects high standards of attendance for every pupil, communicates those expectations both clearly and consistently to pupils and parents/carers and systematically analyses their data to identify patterns to target their improvement efforts. We are committed to working together with children and parents to promote 100% attendance wherever possible.
- 2.2. For some pupils the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, WPAT and partners will work with pupils and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 2.3. Improving and supporting attendance is the responsibility of everyone in school. We believe that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

3. Policy aims (based on DfE guidance and best practice)

- 3.1. We will ensure:
 - A culture of good attendance that reflects WPAT's guiding principle and core values and that is embedded and enacted in everything we do.
 - A named Trustee/Governor responsible for the attendance portfolio will be in place and knowledgeable about school attendance.
 - Strong school leadership, where leaders are highly visible and ambitious attendance goals are set.
 - Attendance and punctuality are set as a priority for all those associated with the school including Trustees, Governors, pupils, parents/carers and teachers.
 - An improved overall percentage of pupils at school.
 - Accurate admissions and attendance registers in place in all schools.
 - There is a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
 - A first day response in all schools as part of their robust daily response to absence.
 - There is a dedicated senior leader responsible for attendance and championing and improving attendance.
 - There is a Trust Data Manager who will provide regular information on attendance data management, supporting early identification and risk reduction for schools.
 - There are monitoring reports for the Trust, Governor Committees, and schools.
 - All school staff receive annual attendance training, and that attendance is part of school induction protocols.
 - The Trust has a Strategic Lead for attendance who works with schools to improve attendance and is point of contact for advice and support.

- The WPAT Attendance and Inclusion Networks supports the sharing of good practice for attendance across the Trust.
- Each school has a Welfare Team in place and resources to support families at risk of poor attendance.
- Work takes place with families to address the reasons for absence including in school barriers.
- Vulnerable pupil groups including Looked After Children and pupils with special educational needs, receive targeted and bespoke support plans.
- Processes for engagement with Local Authority Fast Track Prosecution services are in place.
- Engagement with multi-agency professionals, early help assessment, whole family support, including special educational needs professionals.
- Access to school resources in the first instance where there are out of school barriers for families.
- Children's Social Care are involved where there are safeguarding concerns and build support into attendance planning.
- There is an understanding that children missing education can act as a vital warning sign to a range of safeguarding issues.
- We make sure all staff receive appropriate training and understand the importance of good attendance.
- We visibly demonstrate the benefits of good attendance.
- We regularly review and update messages, processes and strategies for attendance.

4. Expected attendance, duties and legalities

- 4.1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.
- 4.2. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child 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.
- 4.3. The school will keep complete electronic admission and attendance registers and follow up all absence. This will record attendance at the start of each morning session of each school day and once during each afternoon session.

5. Persistent and Severe Absence

- 5.1 **Persistent** absence refers to pupils who miss 10% or more of school.

Severe absence refers to pupils who miss 50% or more of school.

- 5.2 Where a pupil is persistently absent, school will:

- Put additional targeted support in place to remove any barriers.
- Hold more formal conversations with parents/carers and be clear about the potential need for legal intervention.
- Work with the LA on legal intervention where support isn't working or being engaged with.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and/or the schools of any siblings.

6. Roles and responsibilities

6.1 Senior Leadership

- The Headteacher has overall responsibility for attendance in school. Each school within WPAT has a senior leader responsible for attendance. They will be the first point of contact should parents/carers have any concerns about their child's absence. The Senior Leader responsible for attendance in Evelyn Street is Emma Leigh supported by the Attendance Officer Tracy Shankland.
- Responsibilities of the senior leader include championing and improving attendance in school, offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.

7. First day response and daily absence

- 7.1 School requires first day contact for a child's absence. The procedures for when first day contact is not received are recorded in the attendance protocols.
- 7.2 All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher.
- 7.3 With regards to unexpected absence during term time, parents and carers should contact school daily during any absence. Absence should be reported by 9 am for each day of absence to the school office 01925 495567. This should clearly state the name of child, child's class, the name of the person reporting the absence and the reason why the child is absent. We have a dedicated messaging service to report absence. Alternatively parents and carers can email evelyn.attendance@wpat.uk to report an absence.

8. Managing absence

- 8.1 Attendance is reviewed by the school attendance officer.
- 8.2 School will regularly inform parents/carers about their child's attendance and absence levels.
- 8.3 Where absence persists and voluntary support is not working or is not being engaged, school will work together with families to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.
- 8.4 The school is supported by The Attendance Service at the Local Authority and will seek advice and representation from this service to assist in the monitoring of poor attendees. The service will formulate a plan of action with the school to improve pupil attendance and if necessary, can instigate legal proceeding through the fast-track process. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance will be enforced through statutory intervention to protect the pupil's right to an education.

9. Recording attendance and authorising absence

- 9.1 Reasons for non-attendance should always be provided by parents/carers. If this is not the case the school will continue to contact parent/carer until a reason has been given.
- 9.2 WPAT have agreed with the Local Authority that the school will not authorise absence except for medical or illness or faith-based holiday. WPAT follows Local Authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven. [Appendix 1](#)
- 9.3 School can request that any absence due to illness be verified with a doctor's appointment card or medical note if necessary. Detailed guidelines have been formulated and will be provided upon request.
- 9.4 Fixed codes for absence and attendance are used consistently throughout the school and are

shared with parents/carers. [Appendix 3](#)

10. Requesting authorised absence

- 10.1 All other planned absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher. Leave of absence forms can be found in the protocols.

11. Promoting and incentivising good attendance

- 11.1 WPAT aims to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. They will be provided with support, advice and guidance where required. We will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.
- 11.2 WPAT visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or through curriculum content. This will be done sensitively and without discrimination and may also include praising and rewarding improvements in attendance at whole school, key stage, year group, class and individual level. Praise and rewards systems can be found in the protocols.
- 11.3 When a pupil has not attended school for a significant period, we will recognise the needs of the individual pupil and carefully plan re-integration.

12. The use of data/tracking and monitoring of attendance

- 12.1 The Department for Education, Local Authority and WPAT require schools to monitor and report the attendance levels of every pupil. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a pupil's attendance, the higher their levels of achievement. WPAT seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.
- 12.2 WPAT will rigorously and proactively use attendance data to identify poor patterns of attendance at individual and cohort level as soon as possible so that all parties can work together to resolve them before they become entrenched.
- 12.3 WPAT's Data Manager will provide monitoring reports for Trust, Governor Committees, and schools.

13. Strong Partnerships and working together

- 13.1 WPAT will work collaboratively with external partners to identify and address the root causes of absence and remove barriers to attendance, at home, in school or more broadly. This work may include Early Help assessment, whole family planning and special educational needs assessment. It may also include working with Children's Social Care where there are safeguarding concerns. This support will be built into attendance planning.
- 13.2 Information will be shared with other schools in the area, Local Authorities, and other partners when absence is at risk of becoming persistent or severe.
- 13.3 Developing strong relationships and families will result in reduction in persistent and severe absence. These relationships will ensure families are supported to gain access to wider support services and will be provided with support to remove the barriers to attendance. School will meet with families of those at risk of persistent or severe absence and agree actions or interventions to improve the situation. When appropriate support or action will be formalised in conjunction with the local authority.

14 Training

- 14.1 All teaching and non-teaching staff will know the importance of good attendance, are consistent in their communication with pupils and parents/carers and receive the training and professional development they need. To ensure this happens all school staff will have received annual attendance training.
- 14.2 Information regarding attendance is part of school staff induction protocols.

14.3 WPAT Attendance and Inclusion Networks will support the sharing of good practice for attendance across the Trust.

15. Attendance protocols which form part of this policy

15.1 Evelyn Street Primary Academy has the following protocols to support the implementation of this policy. The protocols are intended to support staff and parents/carers by providing guidance in procedures and are based on DfE best practice:

Number	School Protocols
1	The school day and registration
2	Absence managing procedure
3	Daily absence procedure
4	Tiered approach to attendance support
5	Praise and rewards systems
6	Leave of absence forms

Protocol 1 - The School Day and Registration

- The school day begins as follows:
 - Class R & RA 8.45am
 - Year 1 & Year 2 Classes 8.50am
 - Year 3 and Year 4 Classes 8.40AM
 - Year 5 and Year 6 Classes 8.30am
- Registration takes place as soon after arrival as is possible.
- A child will be marked late after registration, if their class teacher is unaware that they are in the building.
- The register will be left open in extreme bad weather, or if the child has been delayed by another member of staff on the premises.
- Registers must be in the school office by 9.00 am and will be officially “closed”.
- Registration closes 15 minutes after the class start time, late arrivals will be noted in the school’s late book. Children arriving after 9.30am will lose a mark for the morning session. This absence will be marked as unauthorized.
- A letter will be sent home if a child is late after registration closes on two or more days in the week.

Protocol 2 - Absence Managing Procedure

Every 6 weeks and the following procedure is followed:

- Identify PA (90%) children and reason for absence
- Telephone call to parents to advise on child's attendance % if not a recognised PA
- First attendance letter to be sent to children identified for persistent absent (not covid related) see appendix 1 attached email to parents to avoid sensitivity in class or speak to parent to collect letter from office to avoid any unintentional embarrassment to child.
- Impact/Improvement letters to those pupils who received a PA letter last term see appendix 2 attached
- No improvement in attendance from previous term 2nd attendance letter to be sent appendix 3 as attached (bring these to attention of EWO Attendance Service and monitor over the next term) If attendance has not improved within 6 weeks, the child will be referred to the Attendance Service at Warrington Authority who will write to parents.
- If still PA over next term 3rd attendance letter sent and referral to EWO Attendance Service for letter appendix 4 attached. If attendance has still not improved within 6 weeks parents will be invited to a formal meeting with the school and the Attendance Service.
- If still PA after receiving letter from EWO Attendance Service letter to inform of fast track prosecution. A plan of action will be put in place to improve attendance which could result in prosecution if there is no significant improvement in attendance.
- 100% letter to those who have increased their attendance due to receiving impact/improvement letters appendix 5 attached
- Attendance monitoring report to be completed identifying PA (90%) children and reasons for absence see appendix 6 as attached
- Beginning of a new term meeting with EWO Attendance Service to discuss attendance report and refer any pupils as required
- For those children that have achieved 100% each term, certificates to be distributed

Attendance Graduated Response – WPAT

<p>EXPECT</p>	<ul style="list-style-type: none"> • Our school is a place where every child belongs • We create a welcoming culture and environment that allows all children to gain a sense of belonging and ultimately achieve their potential through good and regular school attendance 	<p>Absence</p>
<p>MONITOR</p>	<ul style="list-style-type: none"> • Concerning levels of child absence • Use attendance data to identify patterns of poor attendance • Stage 1 letter sent to parents • Early intervention considered as a preventative measure • Early Help considered and offered 	<p>4 DAYS</p>
<p>LISTEN & UNDERSTAND</p>	<ul style="list-style-type: none"> • Serious concerns regarding attendance • Stage 2 letter sent to parents • Meeting with Attendance Lead • Explore barriers and implement a plan to remove them • Early Help offered or reviewed • 	<p>7 DAYS</p>
<p>FACILITATE SUPPORT</p>	<ul style="list-style-type: none"> • High risk of Persistent Absence • Stage 3 letter sent to parents • Meeting with Attendance Lead • Review of Early Help and intervention plan • Consider the support of external services 	<p>10 DAYS</p>
<p>FORMALISE SUPPORT</p>	<ul style="list-style-type: none"> • Serious risk of Persistent Absence • EWO to send formal warning notice sent to parents • Continued internal and external plan of support • Parenting contract or supervision order considered at this stage • A multi-disciplinary approach to be considered and offered 	<p>13 DAYS</p>
<p>FORMALISE SUPPORT</p>	<ul style="list-style-type: none"> • Attendance enforced through statutory intervention or prosecution to protect the child's right to an education. • EWO takes the lead • Lack of engagement in support or support exhausted • Consider parenting contract or education supervision order • All support, and offers of support, to be reviewed and 	<p>16 DAYS</p>
<p>ENFORCE</p>	<ul style="list-style-type: none"> • The child is now considered a persistently absent child • Safeguarding referrals can be made at this stage • Statutory intervention or prosecution to protect the pupil's right to education – when other options have been exhausted • Continuing child and family support • All support, and offers of support to be reviewed regularly 	<p>19+ DAYS</p>

Protocol 3 – Daily Absence Procedures

All late arrivals recorded on Invenry* and details added to Arbor to complete the morning register no later that 15 minutes after the class start time.

All messages regarding pupil absence entered into Arbor by 9.30am at the latest.

Attendance Officer to list all absent children with no given reason, and begin first response calls.

First response call made to priority 1 contact on child's list. Reason for absence recorded on Arbor.

If no response from primary contact, telephone calls made to all contacts on list.*

Safeguarding Officer to review identified absent children and establish if any further response is required

Vulnerable list children identified and Social worker/relevant lead professional notified.

Home visit made by 2 members of staff – attendance/ safeguarding team member plus another. If reason for absence is established, update records and reminder to carer of duty to inform school.

If child is unaccounted for, given all range of hard and soft data available regarding the family (CPOMS, Arbor, etc.), police welfare check requested via 101 if deemed necessary.

Cases identified for discussion/ referral to Attendance Officer, Local Authority

<i>Class teachers/ office/ support staff</i>	Record on Arbor
<i>Office team</i>	Record on Arbor
<i>Office team</i>	
<i>Office team</i>	
<i>SLT/ safeguarding team with Office</i>	
<i>SLT/ safeguarding team</i>	Record on CPOMS/ update registers if child's reason for absence is known
<i>SLT/ safeguarding team</i>	
<i>SLT/ attendance team</i>	

Protocol 4 – Tiered Approach to Attendance

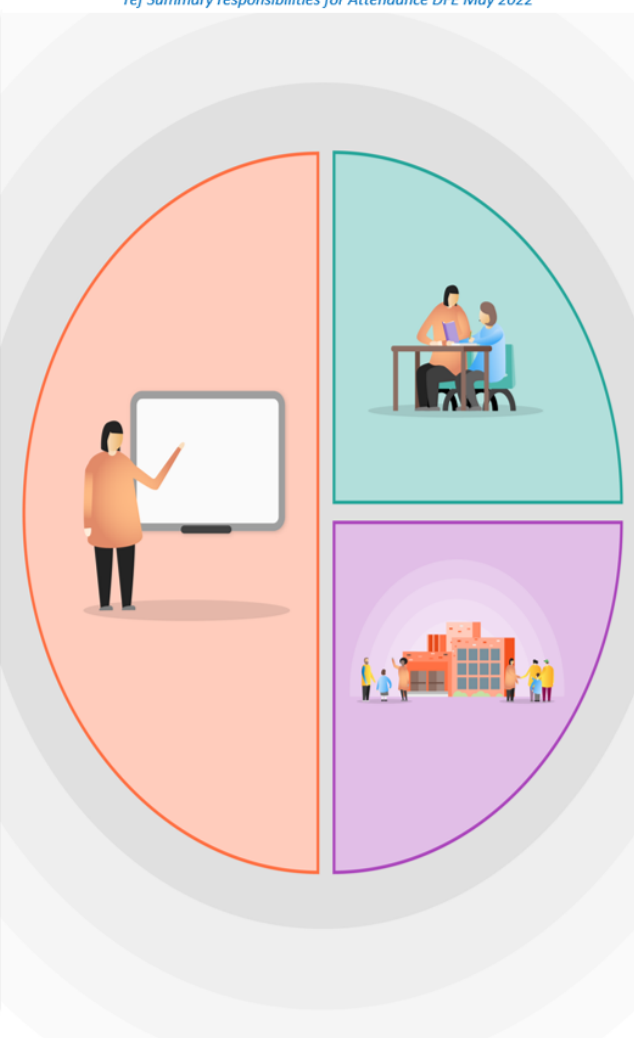


Warrington Multi-Academy Trust Attendance Strategy “Children First, Resilience, Pioneering”

ref Summary responsibilities for Attendance DFE May 2022

1 Universal

- Attendance policy on MAT Website
- Develop attendance culture
- Accurate admissions and attendance registers in place in all schools
- All schools first day response as part of their robust daily response to absence
- All schools have a dedicated senior leader responsible for attendance and championing and improving attendance
- All school staff have received annual attendance training and attendance is referenced in school induction protocols
- Governance named Trustee / Governor responsible for attendance portfolio in post
- Trust Data Manager provides training on attendance data management supporting early identification and risk for schools
- Data manager provides monitoring reports for Trust and school governances and reports at school and Trust level
- Trust has an attendance strategic lead who works with schools to improve attendance and is point of contact for advice and support
- Trust Education Inclusion Hub that supports sharing of good practice for attendance across the Trust
- Termly challenge CEO discussion, and signpost or provide access to services for pupils who are persistently or severely absent
- Termly challenge CEO discussion, and signpost or provide access to services for pupils who are persistently or severely absent



2 Targeted

- School Welfare Teams support families at risk of poor attendance
- Data management teams at school level are proactive in the use of data to identify pupils at risk of poor attendance
- Work takes place with families to address the reasons for absence including in-school barriers. Where there is a lack of parental engagement formal conversations identify the potential for legal intervention in the future
- Attendance data reviews lead to targeted bespoke support packages for schools where required
- Targeted support for vulnerable pupil groups including LAC

3 Specialist

- Local Authority EWO Fast Track Prosecution service is in place
- Early Help assessments take place. Additional specialist support is sourced including a whole family plan and use of SEND statutory processes
- Active collaboration with multi-agency services and professionals. Becoming the lead practitioner when appropriate.
- Where there are out of school barriers access school support and resource can be accessed
- Where there are safeguarding concerns intensive support through statutory children’s social care is built into attendance plans

Protocol 5 – Praise and reward systems

- Praise reward system used throughout school. Positive points awarded for good or improved attendance
- Stickers given by attendance officer at gate each morning
- Positive praise letter sent home to parents
- Positive postcard sent to parents
- Attendance Certificates presented termly in assembly
- Weekly Attendance Power Point Presentation sent to each class
- Weekly Attendance Cup presented to classes achieving 100% attendance
- Weekly Attendance reporting on parent newsletter
- Attendance display board in main hall

Protocol 6 – Leave of absence forms

- Any leave of absence requests must be made in writing. Forms are available from the school office.

APPENDIX 1



WPAT Pupil attendance and planned absence (Appendix to policy).

Definition of “exceptional circumstances” for term time holiday authorisation.

Legislative Framework:

It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We, at WPAT, encourage good attendance from the day a child joins one of our schools.

Parents of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Trust, and other authorities, if problems cannot be resolved by agreement with the school.

School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The government expects schools to:

- Promote good attendance and reduce absence.
- Ensure that every child has access to full time education to which they are entitled; and,
- Act early to address patterns of absence.

The government also expects:

- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

The Education (Pupil Registration) (England) (Amendments) Regulations 2013 have amended Regulation 7 of the 2006 regulations to prohibit the Headteacher of a school from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating the request. WPAT and its Headteachers believe it is necessary to define what we consider to be “exceptional circumstances” to give further structure to the decision to decline authorisation of absence.

WPAT have four permitted areas of “exceptional circumstance”:

1. The death or terminal illness of an immediate family member, where immediate is defined as the parents / carers and siblings of the child in school.
2. Absence recommended by a health professional.
3. Religious observance.
4. Allowances made for the families of service personnel on active duty.

In addition, we apply a further “threshold test” to the fundamental definition of “exceptional”. We believe that the circumstances must be, rare, significant, and unavoidable to qualify.

Where the Headteacher is satisfied that there are exceptional circumstances to warrant the request for leave of absence but has additional concerns about the timing of the absence, or the pupil’s attendance record, they may request a meeting with the parent / carer; the absence may not be authorised without attendance at this meeting.

If you require any further information or clarification, please refer your request to the school Headteacher via the school office.

APPENDIX 2:

This policy is guided by Warrington Borough Council and Department for Education guidance and best practice

The policy has been written with due regard to the following:

DfE Guidance Documents

- Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities - Published Sept 2022, Updated August 2024
- Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities – Published September 2022, updated August 2024

Legislation

- Section 175 of the Education Act 2002
- Section 7 and 444 of the Education Act 1996
- The Education (Pupil Registration) (England) (Amendments) Regulations 2013
- The Equality Act 2010
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education 2023 (KCSIE)

Reading References & Research

- <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>
- <http://www.education.gov.uk/schools/guidanceandadvice/f00221879/advice-on-school-attendance>
- <https://www.gov.uk/school-attendance-absence/overview>

APPENDIX 3: ATTENDANCE CODING

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity - Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence