



## ATTENDANCE POLICY

***We walk by faith and not by sight: 2 Corinthians 5:7***

### PRINCIPLES

Good attendance and punctuality are vital for success at St Paul's C of E Academy and to establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. Children's social skills are similarly enhanced by regular attendance. Non-attendeess will also inevitably not only miss out on essential learning but also other social events taking place such as school plays.

The school has a positive and proactive ethos that places high value on attendance and punctuality. In addition, it values its partnership with parents/carers to promote good attendance and advocates close working with all local Schools/Academies. It is these partnerships that aim to provide a cohesive approach to tackling attendance within St Paul's ensuring that every child matters.

### 1. AIMS

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the Principal, not the parent, who can authorise the absence.

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The Staff and Governing Body at St Paul's C of E Academy give a high priority to its pupils' educational achievement and believe that maximum pupil attendance and punctuality are essential in order for all children to achieve their full potential.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.
- acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly as well as promote and support punctuality in attending school.

## **2. LEGISLATION AND GUIDANCE**

All children of compulsory school age (between 5 and 16) are required to receive an education. It is a parent/carer's responsibility to ensure that their child has an education suitable to their age, ability and aptitude and any special educational needs that they may have.

Whilst compulsory school age is between 5 and 16, all parents who choose St Paul's Academy for their child's school are expected to comply with the guidance set out in this Attendance Policy.

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **SECTION 3 – ROLES & RESPONSIBILITIES**

Statutory responsibilities for parents/carers, schools, governing bodies and local authorities are laid out in the summary guide of the DfE's 'Working Together to Improve Attendance' document. These responsibilities include, but are not limited to, the following:

### **3.1 The Governing Body:**

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

The Standards and Achievement Committee has specific responsibility for reviewing attendance information (due to the important safeguarding link) and the Attendance Link Governor has a key role in the monitoring of attendance procedures at the school. School attendance is also reported the Full Governing Body on a termly basis

They will:

- Monitor the school's procedures for managing pupil attendance (inc.

- Annually review the attendance policy in line with the latest guidance

### 3.2 The Principal:

The Principal is responsible for:

- Effective 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
- Reviewing leave of absence requests and authorising the issuing of fixed-penalty notices, where necessary
- Maintaining oversight/authorisation of the removal from roll for any pupils (inc. elective home education requests) and part time timetable arrangements

### 3.3 The Attendance Leader:

The school Attendance Leader:

- Monitors attendance & lateness data across the school and at an individual pupil level and ensures appropriate completion/reconciliation of daily attendance registers
- Promotes a culture of attendance matters through effective communication with all stakeholders
- Reports concerns about attendance/absence (inc. persistent absence) to the Principal & ECM Team
- Works with local authority education welfare officers & attendance support services to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to issue fixed-penalty notices

### 3.4 Class Teacher:

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. They will:

- Ensure that registers are taken at the start of each session
- Report any concerns relating to attendance to the ECM Team or Principal
- Discuss attendance with parents/carers during parents evening appointments

### 3.5 Parents/Carers:

Parents/Carers have a key role to play, with legal responsibilities attached, in order to ensure regular attendance for their child at school. They will:

- Plan holidays outside of term time
- Consider whether it is wholly appropriate for the child/children to accompany adults in some circumstances where leave of absence in term

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time is required

- Complete all appropriate paperwork, and provide evidence requested, when children are absent from school
- Ensure their child attends school regularly in accordance with the Home School agreement
- Seek to arrange any medical appointments outside of the school day hours
- Notify the school by phone by 9.30am on the day, or in advance, when their child is absent from school using the Attendance Line – 0121 557 2573 or via the Studybugs App e.g. sickness or medical appointments

## SECTION 4 – KEEPING THE REGISTER AND TYPES OF ABSENCE

### 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 whether every pupil is:

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

Pupils must arrive in school by 8.45am on each school day. Gates are open between 8.35am – 8.45am to allow for a free flow drop off. If a pupil arrives after this time, they will need to enter via the side gate and will be marked as Late in the attendance register. Registers close promptly at 9.15am.

Therefore, if a child arrives in school after this time, they will be marked as absent for the session.

If a child is not able to be present for their attendance mark, due to illness or a medical appointment (which cannot be made outside of school hours), certain evidence may be requested, e.g. hospital or GP letter. Where a child has a medical appointment in school hours, they are expected to return to school immediately after this if they are well enough to do so.

The register for the afternoon will be taken immediately after lunch at the start of the afternoon lessons.

Punctuality will be monitored closely alongside attendance and action for unauthorised absences, due to arriving late after the register has closed, will be the same as an unauthorised session. If children are collected before the end of the day, their afternoon session may be marked as unauthorised and further action could be taken.

### 4.2 Unplanned Absence:

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30am, or as soon as practically possible, by:

- Via the Studybugs app
- Calling the school office on 0121 557 2573
- Emailing the Office at [office@st-pauls.sandwell.sch.uk](mailto:office@st-pauls.sandwell.sch.uk)

Parents/carers should not report absences to a child's class teacher or via another parent/carers or pupil. It is important that the office is informed directly from somebody who has parental responsibility for the child not attending school.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness and/or evidence requested has not been provided.

If the authenticity of the illness is in doubt, or a pupil has had a significant amount of absence due to ill health, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance. Where an absence hasn't been reported, parents/carers will be contacted during the morning requesting a response and reason for absence. Where this is not forthcoming, the absence will be classed as unauthorised and further action could be taken.

#### **4.3 Planned Absence:**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment using the same methods as detailed above (for unplanned absences).

Wherever possible, all medical and dental appointments should be made outside of school time. Furthermore, it is expected that every effort is made to minimise the amount of time that the child is absent for the appointment, i.e. not leaving until just before the appointment and returning immediately afterwards. If an appointment is unavoidable, siblings must not be taken out of school. If they are taken out of school, this would be recorded as an unauthorised absence.

The school may request confirmation of medical appointments or medical support of illness or injury. Medical evidence can include items such as a GP slip or letter, appointment card or letter, the original prescribed medication or the prescription itself. Parents/carers should note that not all illnesses or injuries require a child to be absent from school. Further information about whether an illness requires time off from school or not can be found on the NHS website: [www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-](http://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-)

Parents/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence.

#### **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

Lateness is monitored, in the same way as pupil absence, by our Attendance Leader. Where concerns or patterns are spotted, parents/carers may be contacted and requested to attend a meeting to agree strategies to improve this. Where there is no improvement, further action could be taken or the case escalated to the Principal.

#### **4.5 Absence Monitoring:**

- Where any child we expect to attend school does not attend, or stops attending altogether, the school will:
- Follow up on their absence with their parent/carer to ascertain the reason, on the first day of absence and any subsequent period of unexplained absence
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not and/or whether referrals need to be made to any appropriate safeguarding or welfare services
- Identify the correct attendance code to use

#### **4.6 Reporting Absence to Parents/Carers:**

In addition to any 'ad-hoc' reporting of absence (e.g. when a concern has been identified), parents/carers are informed of their child's attendance at least twice each year within mid-year and end of year reports. This information will include their child's attendance and any appropriate comparison data such as class or national averages.

Registers should be treated as legal documents – indeed they may be used as evidence in court cases. For this reason, they should be retained for a minimum of three years. For each pupil, the register must be marked either as present or absent. If the pupil is absent, the register must clearly differentiate between whether the absence is authorised or unauthorised by the School.



## **5. AUTHORISED & UNAUTHORISED ABSENCE**

Absence will only be authorised if it is unavoidable, such as illness or a medical appointment which cannot be made outside of school time. In these circumstances, proof such as a hospital letter or prescription may be requested.

If no reason is given for an absence, this will be recorded as unauthorised. It is the responsibility of the parent/carer to notify the school of any absences and give valid reasons for them. Failure to report absences within the guidelines set out in this policy will automatically result in that absence being recorded in the register as unauthorised. This may result in further action being taken if we are not informed of the whereabouts of the child and could possibly result in a missing child referral.

### **5.1 Term Time Leave of Absence Requests:**

The Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion and this decision is final (i.e. it is not possible to appeal the decision taken with the Governing Body). The law does not grant parents the automatic right to take their child out of school during term time and the judgement of the Supreme Court in the case of *R V Platt* [2017] asserts that even one day of missed school could be an infraction of the law.

In line with The School Attendance (Pupil Registration) (England) Regulations 2024, the Principal may only grant a leave of absence during term time if there are exceptional circumstances which include, as examples, the following circumstances:

- Death of parent/carer or sibling of the pupil
- Life threatening or critical illness of parent or sibling of the pupil
- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- Leave for armed forces personnel who are prevented by operational duties to take leave at any other time
- Leave of absence already granted by a previous school or local authority (granted within the last six months and supported by documentation from the previous school)

Absences from school for the purposes of a term-time holiday will not be

authorized unless there are exceptional circumstances which are considered on a case by case basis.

It is a legal requirement that parents/carers obtain the permission of the Principal before removing their child from school. If a parent/carer wishes to make an application for a term-time absence, this must be done in advance of the absence by the parent/carer with whom the child normally lives. This request must be made in writing by completing a Leave Of Absence Form which can be obtained from the school office.

This must be then handed in to the office for the Principal to review at least two weeks in advance. The Principal will formally reply to any applications within 7 days upon receiving this. This reply will explain whether the absence is authorised or not and explain any action needed, e.g. contact with the Attendance Officer to sign a Home School Contract.

The Principal(or a representative of the Principal) and the Governing Body are within their rights to decline an application and refuse permission for parents/carers to take their children out of school during term time. Such a decision will have been made in the best interest of the pupils' educational progress and attainment and with due regard to their previous attendance record. If the child is subsequently taken out of school this absence will be recorded as 'unauthorised'. The Principal's decision is final and there is no right of appeal with the decisions taken.

Parents/carers who take their children out of school during term time without the authorisation of the Principal not only damage their children's educational opportunities but also risk being issued with a penalty notice, being prosecuted in court and losing the child's place at the school.

Where absence has been authorised, failure to agree and/or return a home-school contract, or not return to school by the agreed date, could cause further action to be taken, including the pupil losing his/her place at the school.

When making a decision, the Principal will consider a range of circumstances in addition to reason for absence including the child's previous attendance, the dates requested (e.g. impact on public examinations or assessments), the length of absence and the welfare needs of the child.

Family emergencies need careful consideration. It is not always in the best interests of the child nor wholly appropriate for them to miss school for family emergencies that are being dealt with by adult members. School and school friendships/relationships can provide the children with stability and

care during difficult times. The routine of school can provide a safe and familiar anchor to life during times of upheaval.

However, where the Principal judges there to be genuine and pressing reasons for a child to be absent during term time, they may only agree up to a maximum of 5 days' absence in any one school year. It must be clear that the 5 days is not an entitlement for any individual but can be used, at the discretion of the Principal, for exceptional circumstances.

If a child is involved in a sporting event or a performance, which requires time out of school, then a license may need to be applied for. In this situation, parents/carers should write to the Principal with the details and official confirmation from the organising body.

At the Principal's discretion, a limited amount of time may be authorised for religious observance (usually one day per year where the religious festival falls during term time).

If a parent/carer chooses to elect home educate their child, and effectively remove them from roll at St Paul's C of E Academy, they must put this in writing. Parents/Carers should ensure their child still attends school until a removal from roll date has been agreed, in writing, with the Principal.

## **5.2 Penalty Notices:**

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Sandwell Code of Conduct, in respect of each parent believed to have allowed the absence.

### **5.3 Children Missing Education (CME):**

Children are classed as missing education when they are not registered at a school or receiving suitable provision elsewhere and are of compulsory school age. To avoid children becoming CME, it is important that they are placed on and off a school roll according to Department for Education (DfE) guidelines. It is vital that schools and local authorities work together to safeguard children and ensure that they receive their educational entitlement.

At St Paul's C of E Academy, we work closely with the Local Authority and inform them when we have concerns over a child missing education.

These are the practices that we have put in place in order to safeguard children from becoming CME:

- Pupils are entered onto the admission register at the beginning of the first day that child is due to attend. If the child fails to attend then enquiries will be made to establish their whereabouts and Sandwell Metropolitan Borough Council (SMBC) will be notified. If a place is enquired about for a child who is not currently on roll at a Sandwell school, and a place is not available, the school will notify SMBC.
- If a pupil does not return to school for ten days after an authorised leave of absence, or is absent without authorisation for twenty days, the pupil can be removed from the admission register. This can only be done if the school and SMBC have made reasonable enquiries to establish the whereabouts of the child.
- If a child is temporarily excluded from school for more than five days, the governing body will arrange suitable alternative full-time education. This must begin no later than the sixth day of exclusion. For permanent exclusions, the local authority will provide alternative education.
- Attendance will be monitored through our daily registers and any unexplained absences will be investigated as part of our safeguarding duty.
- The school will notify SMBC when a pupil's name is removed from the school admission register at non-standard transition points.
- The school will notify SMBC within five days of adding a pupil's name to the admission register at a non-standard transition point.
- If the school cannot locate a pupil by reasonable enquiries (emergency contacts, home visits, contacting other professionals involved with the family), then a Pupil Tracking Referral must be made.

If a child is not able to attend school, due to being incapacitated, chronically poorly or for any other long-term medical condition, the school will agree appropriate provision with the parent/carer and any other professionals involved. This could include a hybrid range of activities such as remote education provided by St Paul's C of E Academy alongside any other provision allocated such as hospital education or tutoring.

#### **5.4 Reducing Persistent Absence:**

The school has a responsibility to work with parents/carers, and the LA Attendance Support Service, to reduce persistent absence rates (i.e. to reduce the number of children whose attendance is less than 90% at school). Action is therefore taken, at different stages, to achieve this goal. Actions include, but are not limited to, the following:

- Meetings with parents/carers and pupils

- Action plans agreed with any support required identified
- Referrals to education welfare/support services as necessary
- Support within school

Where there is no improvement to attendance for pupils identified as persistently absent, legal sanctions may be pursued where there is no other alternative.

The Attendance Leader monitors attendance for all pupils at the school so may seek to intervene and work with families before a pupil is identified as persistently absent. This is because we know that attendance of less than 95% (i.e. absences of 9.5 days or more out of the 190 pupil days in the school year) has been shown to compromise pupil attainment. At 90% attendance pupils miss the equivalent of almost 4 weeks education (19 days) and only 10% of pupils who are persistently absent from school achieve expected levels at GCSE. We do not want children to get to this point.



## GETTING YOUR CHILD TO SCHOOL REALLY DOES MATTER

**WAKE UP!**

**DID YOU KNOW...?**

In a school year, if your child is late every day by....	Your child would have lost approximately...	or they would have missed approximately...
5 minutes	3 days from school	12 lessons
10 minutes	6 days from school	24 lessons
15 minutes	9 days from school	36 lessons
20 minutes	12 days from school	48 lessons
30 minutes	18 days from school	72 lessons

**PLEASE ENCOURAGE PUNCTUALITY TO MAINTAIN ATTENDANCE**

At St Paul's C of E Academy we use a variety of strategies to maximise attendance and punctuality including, but not limited to, the following:

- Attendance is discussed in weekly worship (raising the profile of Attendance throughout school)
- Attendance is updated on the weekly newsletter that is sent to parents
- Attendance display board in the school hall updated weekly celebrating the classes with the highest percentages
- Every child who achieves 100% attendance in a term will attend a reward workshop
- The class who achieves the highest attendance each term will have a pizza and DVD reward afternoon
- Every child who has 100% attendance for the year is rewarded with a certificate and £5 voucher
- Rewards for parents and children that have had improved attendance
- Attendance leader and EWO to have meetings, calls and write letters to parents when attendance becomes a concern.
- Parent contract meetings to take place where a child's attendance is causing us a concern and having a negative impact on their learning.

## **7. ATTENDANCE MONITORING**

The Attendance Leader at our school monitors pupil absence on a daily basis with reports compiled weekly for the Principal and termly for the Governing Body.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. Parents/carers will be advised, when reporting illness on the first day of absence, whether calls are required each day of absence. This will usually depend on the circumstances of their child's illness.

If a pupil's absence causes concern, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer and/or somebody from the LA Attendance Support Service.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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 to the national average, and share this with the governing board.

Attendance data will be collected and used to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absence may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

## 8. MONITORING

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every two years in line with the Policy Review Schedule.

## 9. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Safeguarding & Child Protection Policy
- Behaviour Policy

### Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school



<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

**Reviewed: March 2025**

**Agreed: April 2025**

**Review Date: April 2027**