

Captain Cook Primary School



Attendance Policy

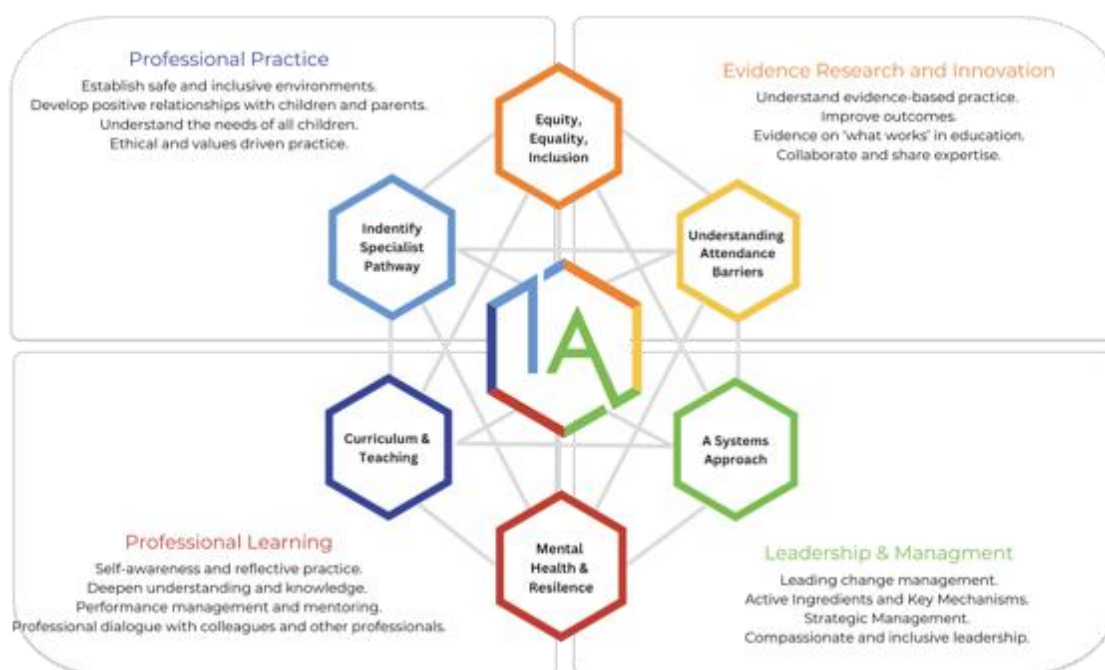
January 2026

Introduction

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

Inclusive Attendance Professional Development Model

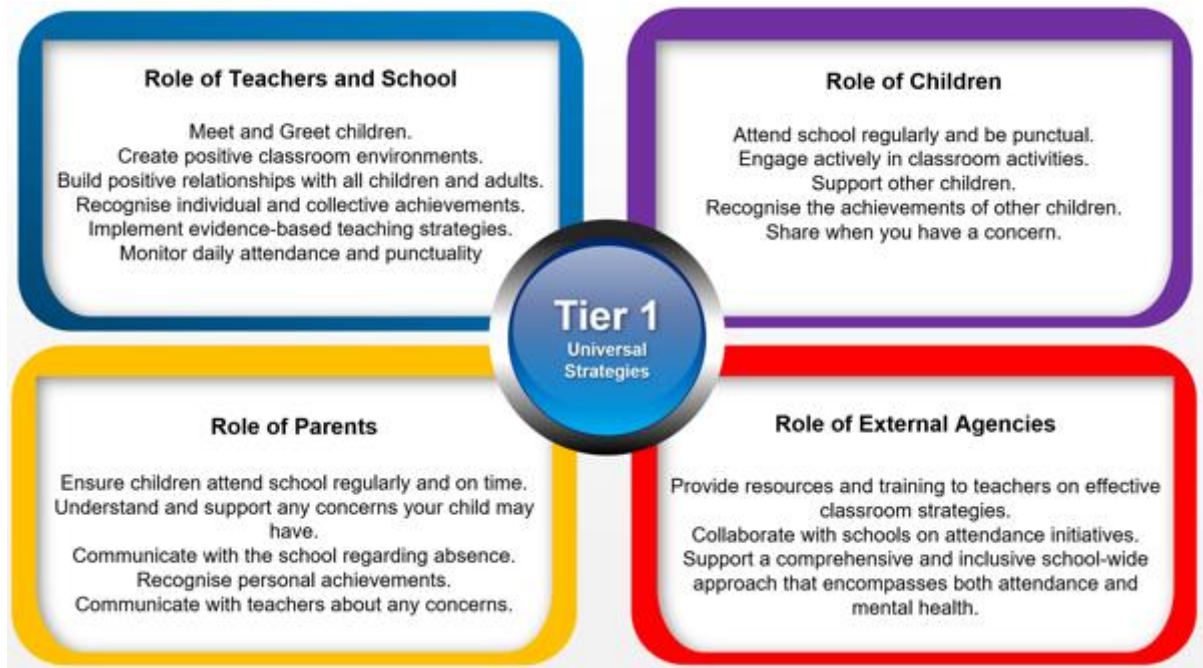
Our attendance approach is fundamentally guided by the Inclusive Attendance professional development model. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.



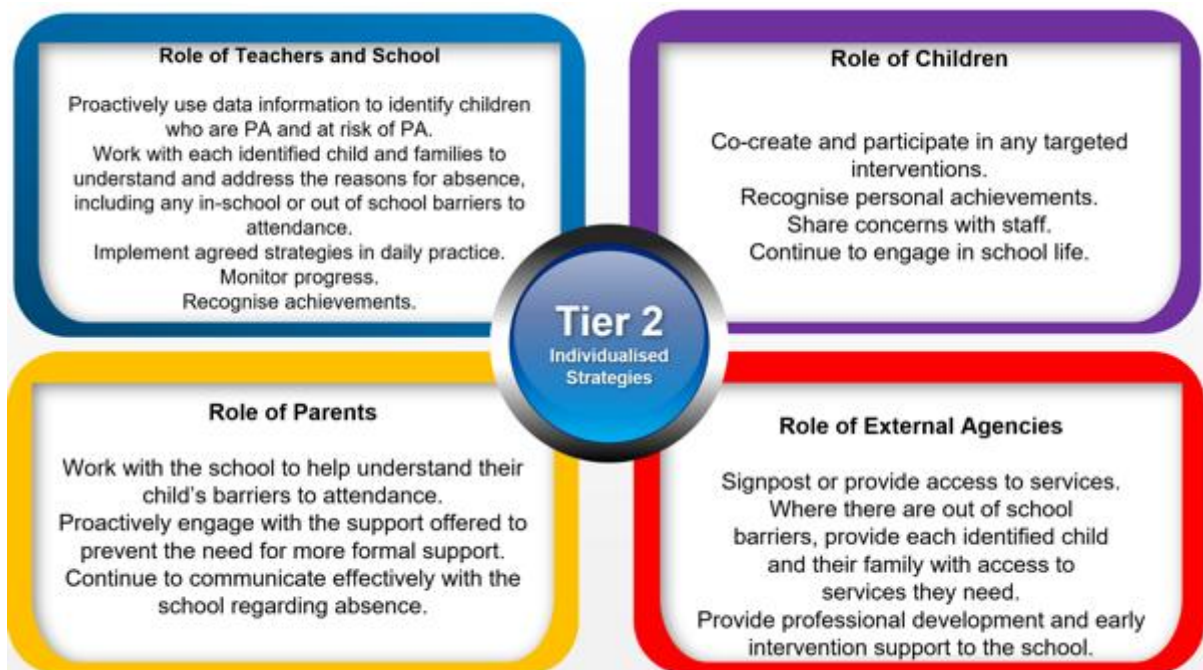
A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, Captain Cook Primary School implements a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

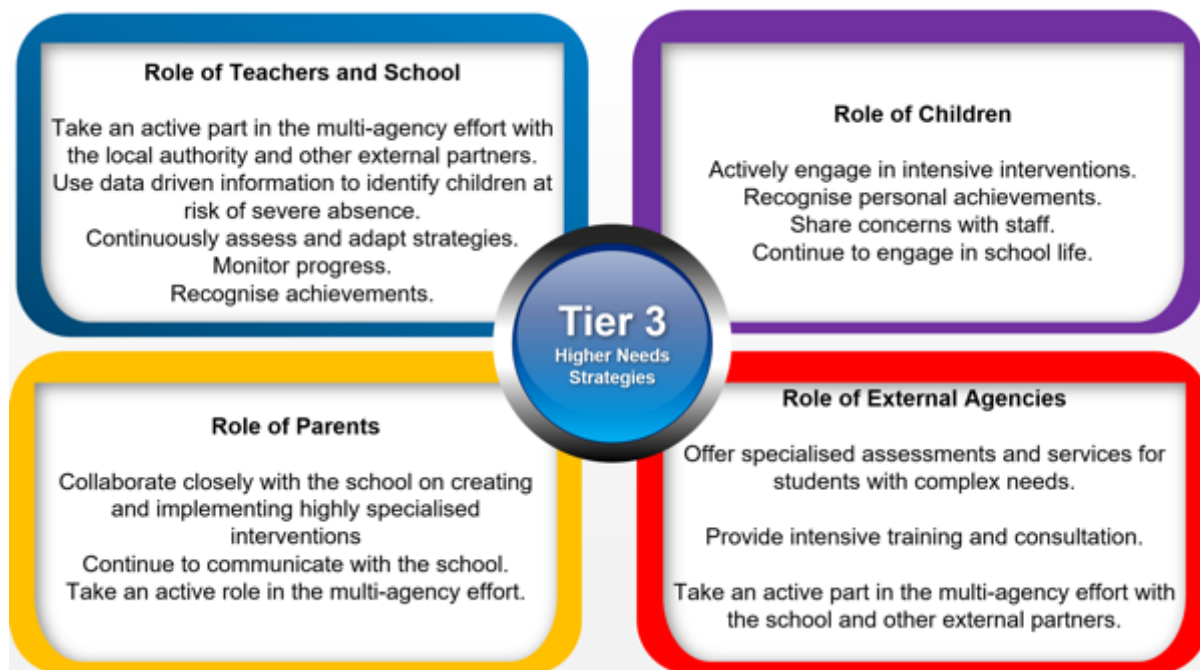
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



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



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



The Importance of School Attendance at Captain Cook Primary School

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth and future prospects, making it an indispensable aspect of any educational system:

- **Academic Achievement:** Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- **Knowledge Acquisition:** School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- **Social Development:** School provides a vital social environment for children and adolescents to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- **Building Routine:** School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- **Teacher Interaction:** Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- **Preventing Knowledge Gaps:** Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.

- **School Engagement:** Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- **Legal and Parental Responsibility:** Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- **Community Well-being:** High levels of school attendance contribute to the overall well-being of communities

Captain Cook Primary School Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff. We appreciate the commitment that children and parents make to maintain good attendance and we like to celebrate this achievement in a variety of ways:

- **Weekly Best Attendance Champions:** The classes in upper school and lower school who have the highest attendance over the course of the week are presented with the Best Attendance trophy in Celebration Assembly and receive a '10 minutes extra play' treat.
- **Termly Best Attendance Class treats:** The classes in upper school and lower school who have the highest attendance over the course of the whole term will be awarded a 'Friday afternoon class treat' of their choosing.
- **Termly raffle:** At the end of each term, all children with 100% attendance are entered into a raffle where they have the chance to win special prizes. Winners are drawn out at a special end of term whole school assembly.
- **The 100% Attendance Club –** Children who maintain 100% attendance throughout the academic year receive a treat at the end of the year and a 100% attendance certificate.
- **Attendance Heroes –** Children who maintain 100% attendance throughout their time at primary school are rewarded with a special prize and certificate in their leavers' assembly.

Factors Influencing Attendance

There are many factors which can impact on a child attending school. If parents/carers have any concerns, they should contact the school as soon as possible:

Health Issues: Children may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, and mental health conditions can impact a student's ability to attend school regularly.

Family Circumstances: Family-related factors such as bereavement, family illness, or caring responsibilities can result in absences from school. In some cases, students may need to take time off to support their families.

Bullying and Safety Concerns: Experiences of bullying, harassment, or safety concerns at school can deter students from attending. They may fear for their safety or well-being, leading to increased absenteeism.

Transportation Issues: Difficulty in accessing transportation to school, especially in rural areas, can affect attendance. Lack of reliable transportation options can lead to sporadic attendance.

Socioeconomic Factors: Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment can contribute to absenteeism.

Special Educational Needs (SEN): Students with special educational needs may require additional support and accommodations to attend school regularly.

Engagement and Motivation: Lack of engagement with school activities and a perceived lack of relevance in the curriculum can lead to disinterest in attending. Children who are not motivated may avoid attending school.

Academic Challenges: Students facing academic difficulties or feeling overwhelmed by coursework may avoid school. They may fear falling behind or failing in their studies.

Cultural and Language Barriers: Children from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

Peer Pressure and Social Factors: Influence from peers can impact attendance. Children may avoid attending school to align with the behaviour of their peers or to engage in social activities outside of school.

Parental Involvement: Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

Supporting Attendance at Captain Cook Primary School

To address any attendance issues effectively, Captain Cook Primary School will implement a range of strategies such as early identification, support for vulnerable families, intervention programmes and creating a positive and inclusive school environment. Understanding the specific factors affecting

attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

Attendance and Punctuality Expectations at Captain Cook Primary School

Absence Procedures

We expect all children to be in school each day - unless they are too ill to come to school. As a school, we have a legal duty to know where our children are for each school day. Children can attend school with minor ailments (toothache, headache, stomach-ache, cold, sore throat etc.) as over the counter medicines can be given before school. We will always contact home if they become too ill to remain in school and please feel free to contact us to see how they are getting on during the day. Children should be off school for 48 hours if they have diarrhoea and/or vomiting. Again, please contact us if you are unsure how long your child should be absent with an illness

Reporting Absences

Absences MUST be reported to the school office on 01642 315254 prior to the commencement of the school day, with a reason for the absence. At times it may be necessary for parents/carers to supply medical evidence in the form of appointment cards or prescribed medication.

Parents are expected to ring school EVERY DAY that their child is absent.

If an absence has not been reported to school, school will complete investigations to ascertain the reason for the child's absence. This will include an absence call/email/text to first contacts (and subsequent contacts on the system if necessary) and/or a home visit.

This process may be repeated for each day of absence, until the Currently Missing Education procedures are enacted (10th day of absence) - see below. Prior to this 10th day cut off, the Headteacher will take relevant safeguarding action on a case-by-case basis. Home visits will be conducted, and appropriate services will be contacted to seek further information e.g sibling secondary schools, Facebook, police to identify the child's whereabouts. The Headteacher will also contact local schools if it is believed that the child may have moved setting.

Please note that the Attendance & Welfare Officer supports school with Absence reporting and attendance monitoring and may contact you by means of telephone or home visit.

Punctuality

In Lower School, our doors open at 8.40am and all children must be in school by 8.45am, for registration.

In Upper School, our doors open at 8.45am and all children must be in school by 8.50am, for registration.

If a child arrives at school after the registration times above, they must enter school via the main entrance - and not the classroom doors, sign in and a late mark will be recorded against their name. The register formally closes 30 minutes after the start of school/registration. If your child arrives after the close of the register an unauthorised late mark will be recorded. Unauthorised late marks can

contribute to Formal Action from the Local Authority. Other absence codes may be used where they are more appropriate i.e. Arriving late due to attending a medical appointment, for which evidence should be provided.

If your child arrives late for class, they miss out on important learning, which could affect their achievement. They don't have the social time to settle into class, like the other children and this can make them feel left out. It can be embarrassing for them, walking in while all the other children are learning, as well as the impact it may have on the rest of the class. Therefore, good punctuality at school is essential for children to achieve their full educational potential. It is also vital for children to form good habits for later life. Therefore, it is important that your child arrives at school, and on time. If your child regularly arrives late to school, this will be addressed by the Headteacher/Pastoral Lead and/or Attendance & Welfare Officer and support will be offered. Formal attendance procedures may be initiated in response to recurring unauthorised late marks.

Contact Details of School Staff at Captain Cook Primary School

Name of Staff Member	Roles and Responsibilities	Contact Details
Leanne Acheson	Attendance Champion/Acting Headteacher/Safeguarding Lead (DSL)	lacheson@captaincook.lingfieldtrust.org.uk
Rachel Lake	Pastoral Lead/Deputy Safeguarding Lead	rlake@captaincook.lingfieldtrust.org.uk
Emma Clay	Attendance officer	eclay@captaincook.lingfieldtrust.org.uk
Danielle Hudson	Attendance and Welfare Officer	danielle.hudson@redcar-cleveland.gov.uk
Cheryl Harrison	Acting Deputy Headteacher/Deputy Safeguarding Lead	charrison@captaincook.lingfieldtrust.org.uk

Strategies for Using Data to Target Attendance Improvement Efforts at Captain Cook Primary School

Attendance data is utilised in the following ways in order to carefully target attendance improvement efforts:

- Weekly class attendance percentages are calculated and used as a basis for awarding weekly lower school and upper school attendance champions. The winning attendance figures are displayed and explicitly referred to during celebration assemblies with specific praise given to classes who achieve 100% attendance for the week.
- Individual pupil attendance reports are shared with parents at the end of each term, stipulating percentage attendance and number of sessions missed for every child.
- Attendance data is a key focus for discussion during pupil progress meetings and vulnerable pupil meetings in order to ascertain whether a child's attendance is proving a barrier to their academic progress and/or their wellbeing and safety, and whether Tier 2 or Tier 3 support is required.

- Attendance data forms a part of the PEP (personal education plan) framework for looked after children, and attendance data is shared on a daily basis between school and the local authority.
- Attendance of all children is tracked weekly by the Attendance Officer, who ensures that when triggers are hit, the appropriate measures are taken in compliance with the school policy, including, when appropriate, referral to the Attendance and Welfare Officer.
- The Attendance & Welfare Officer supports school with regular attendance monitoring and Register Checks, to identify any emerging patterns of absence, and to address severe and persistent absence.

Strategy for Reducing Persistent and Severe Absence at Captain Cook Primary School

At Captain Cook Primary School we aim to be proactive in identifying children who are persistently absent or at risk of persistent absence. Our procedure is as follows:

Attendance falls below school's expected attendance level of 96% (183/190 days)

An awareness letter will be sent home to advise parents/carers of the concerns. Where a pattern of absence has arisen, you may be contacted by telephone to discuss.

Attendance continues to deteriorate / Risk of Persistent Absence (175/190 days (92%))

If concerns continue and/or your child is at risk of becoming a persistent absentee, a 2nd attendance letter will be sent to parents informing them of their child's dip in attendance, this may also involve inviting them into school to discuss their child's attendance with a member of the Senior Leadership Team/Pastoral Lead and/or Attendance & Welfare Officer and an improvement plan may be put in place. Permission to contact the school nurse may be obtained and you may be asked to provide medical evidence to support absences. A Multi Agency approach will be adopted where necessary.

Attendance has fallen to 90% or below (171/190 days (90%))

At 90% and under your child is considered to be a persistent absentee. At 50% and below, they are considered to be severely absent.

A planning meeting invitation may be sent inviting parents into school to discuss their child's attendance with the Headteacher/Pastoral Lead and/or Attendance & Welfare Officer and an Improvement plan put in place. The planning meeting gives school and parents the opportunity to discuss the concerns & offer support if needed to improve their child's attendance. A Multi Agency approach is adopted, and referrals to other services made where necessary. Attendance targets are set, and a review meeting will be held 6-8 weeks later. Further medical evidence will be requested for future absences.

A referral may be made to the Attendance & Welfare Officer if your child is persistently absent for which you will be informed by letter. Planned intervention will take place which will include a planned home visit or a meeting in school to discuss any barriers to your child's regular school attendance with a multi-agency approach where applicable. An Improvement plan will be put in place and reviewed.

Unauthorised absence

If attendance concerns persist and Unauthorised absence is a concern – a Formal Attendance Meeting will be arranged (Attendance Case Conference) and sanctions may be put in place. As a child's regular attendance at school is a legal requirement, subject to section 444 of the Education Act 1996, legal intervention may be deemed to be necessary. A referral may be made to the Local Authority to arrange either the issue of a summons or penalty notice to the parent of a child who is not attending school regularly

More information can be found using this link: [School attendance | Middlesbrough Council](#)

Leave of absence & Term time holidays

Students should not be taken out of school during term time unless it is unavoidable. Leave of absence during term time will only be authorised in exceptional circumstances.

If you wish to request leave of absence in term time for any reason, you are required to complete a leave of absence request form (available online or via the school office) and submit this to the Headteacher 2 weeks prior to the absence. We will endeavour to inform you in writing regarding the outcome of the request within 10 school days.

Schools are required to consider requests for leave of absence in term time, although a family holiday is not an acceptable reason for a child to miss school. If a student is absent for 5 days or more (10 sessions or more in a rolling 10-week period) then the school is expected to refer the matter for the consideration of a Penalty Notice being issued by the Local Authority.

Details of the National Framework for Penalty Notices at Captain Cook Primary School

School attendance fines (penalty notices)

If your child misses school regularly, and they don't have a valid reason for being absent, there are a number of legal powers Middlesbrough Council can use. These include giving fines (often called 'penalty notices') and taking court action.

The Education Welfare Service is responsible for making sure that parents and carers ensure their child attends school regularly.

Changes to penalty notices from August 2024

Under new guidelines issued by central government, penalty notices will be considered when a child has missed ten or more sessions (five days) in a period of ten school weeks when they don't have a valid reason.

Notices will be issued in line with the Local Code of Conduct.

Amounts from August 2024 (for unauthorised absences within a three-year period):

- The first penalty notice is £160 if paid within 28 days, reduced to £80 if paid within 21 days
- If a parent receives a second notice for the same child, the penalty notice will be £160 to be paid within 28 days
- A third penalty notice cannot be issued and court action may be taken instead.

Removal from roll

This refers to the process of a child's name being officially taken off the school's register, typically due to extended non-attendance or other circumstances. Elective Home Education (EHE) is an option that some parents choose after removal from roll, where they take responsibility for providing education to their child at home.

Coding of Attendance

Attendance will be recorded using the DFE's statutory attendance codes, please refer to the appendix for coding

Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern.

Severe Absence (or Severe Persistent Absence):

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

Absence Definitions

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained..
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Policies and Practice

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. Captain Cook Primary School adheres to the following key attendance acts in the UK.

Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.

Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.

Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.

School Attendance Code of Practice: The School Attendance Code of Practice provides guidance to schools, local authorities, and parents on the law and procedures relating to school attendance and absence. It sets out the principles for promoting good attendance and dealing with poor attendance.

Local Authority School Attendance Guidance: Each local authority in the UK may provide its own guidance and policies on school attendance. Schools should be aware of and follow the specific guidance issued by their local authority.

Department for Education (DFE) Guidance: The DFE periodically issues guidance documents and updates related to school attendance. Schools should stay informed about the latest DFE guidance 2024 and follow any recommendations or requirements outlined in these documents.

Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.

Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.

Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.

Additional Policies aligned to the Attendance Policy at Captain Cook Primary School

- Behaviour Policy
- Safeguarding Policy
- SEND Statement/Policy
- Pupil Premium Report

Safeguarding Children and Attendance at Captain Cook Primary School

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow ***Keeping Children Safe In Education*** guidance to ensure safe practices.

Review

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Appendix 1: Coding Attendance in line with DFE guidance 2024:

Code /\ (Present at the school):
<ul style="list-style-type: none"> Pupils must be present during registration to be counted. If a pupil leaves after registration, they are still counted as attending for statistical purposes.
Code L (Late arrival before the register is closed):
<ul style="list-style-type: none"> The pupil arrives after the register starts but before it closes. Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes. If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.
Code K (Attending education provision arranged by the local authority):
<ul style="list-style-type: none"> Pupil attends educational provision arranged by the local authority, not by the school. Examples include attending courses at college or receiving home tutoring. Schools must record the nature of the provision and ensure notification of absences.
Code V (Attending an educational visit or trip):
<ul style="list-style-type: none"> Pupil attends a school-arranged educational visit or trip supervised by school staff. Must take place during the recorded session. If pupil doesn't attend, record absence using relevant absence code.
Code P (Participating in a sporting activity):
<ul style="list-style-type: none"> Pupil attends an approved educational sporting activity. Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision. Schools must ensure safeguarding measures and record absences with relevant codes.
Code W (Attending work experience):
<ul style="list-style-type: none"> Pupil attends work experience as part of their education arranged by the local authority or school. Criteria for recording attendance are similar to other approved educational activities. Schools must ensure safeguarding measures and record absences with relevant codes.
Code B (Attending any other approved educational activity):
<ul style="list-style-type: none"> Pupil attends an approved educational activity other than sports or work experience. Criteria for recording attendance are similar to other approved educational activities. Schools must record the nature of the activity and ensure safeguarding measures.
Code D (Dual registered at another school):
<ul style="list-style-type: none"> Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school. Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily. Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.
Code C1 (Leave of absence for regulated performance or employment abroad):
<ul style="list-style-type: none"> Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances. Criteria for granting leave include licenses issued by local authorities or exemptions.

- Schools must record the absence using this code and consider its impact on the pupil's education.

Code M (Leave of absence for medical or dental appointment):

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.
- Absences for medical or dental appointments are recorded using this code.

Code J (Leave of absence for interview for employment or admission):

- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

Code S (Leave of absence for studying for a public examination):

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.

Code X (Non-compulsory school age pupil not required to attend school):

- Schools can grant leave for non-compulsory school-age pupils to attend school part-time under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

Code C (Leave of absence for exceptional circumstances):

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- Absences for exceptional circumstances are recorded using this code, ensuring compliance with regulations and discretion exercised by the school.

Pregnant pupils:

- Maternity leave for pregnant pupils is treated similarly to other leave of absence for exceptional circumstances.
- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

Code T (Parent traveling for occupational purposes):

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.

- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

Code R (Religious observance):

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

Code I (Illness - not medical or dental appointment):

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

Code E (Suspended or permanently excluded and no alternative provision made):

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

Code Q (Unable to attend school because of a lack of access arrangements):

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

Code Y1 (Unable to attend due to transport normally provided not being available):

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

Code Y2 (Unable to attend due to widespread disruption to travel):

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

Code Y3 (Unable to attend due to part of the school premises being closed):

- Used when part of the school premises is unusable, and the pupil cannot practically be accommodated in the remaining usable parts.
- Classified as not a possible attendance for statistical purposes.

Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

Code Y5 (Unable to attend as pupil is in criminal justice detention):

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.

- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

Code Y6 (Unable to attend in accordance with public health guidance or law):

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes.

Code Y7 (Unable to attend because of any other unavoidable cause):

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.
- The nature of the unavoidable cause must be recorded.
- Classified as not a possible attendance for statistical purposes.

Code G (Holiday not granted by the school):

- Used when a pupil is absent for a holiday that the school did not approve in advance.
- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.
- Classified as unauthorized absence for statistical purposes.

Code N (Reason for absence not yet established):

- Employed when the reason for a pupil's absence has not been determined before the register closes.
- Schools must make efforts to ascertain the reason for absence promptly.
- If the reason cannot be established within five school days, the absence must be amended to Code O.
- Classified as unauthorized absence for statistical purposes.

Code O (Absent in other or unknown circumstances):

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.
- Classified as unauthorized absence for statistical purposes.

Code U (Arrived in school after registration closed):

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

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

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