



## **Attendance Policy**

### **Introduction**

At Wendover Online School we believe education is a partnership between the family and the school. We are committed to providing the highest quality of education for your child, and we look to you to support this objective. We recognise that parents / guardians have a legal duty to ensure their children are educated during compulsory school years and will work in partnership with parents to ensure attendance. We expect students to be punctual in attending in attending lessons and poor punctuality will be followed up. We will make the best provision we can for those students who, for whatever reason, are prevented from attending school.

### **Legal requirement**

Under the Education (Pupil Registration) Regulations 1995 the Governing Body are responsible for making sure the school keeps an attendance register that records which students are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. Attendance records are kept for a minimum of 3 years.

Student attendance is recorded for every lesson. Absences are followed up via the school WhatsApp groups with parents within the first five minutes of the lesson start time.

### **Authorised absence**

An absence is classified as authorised when a student has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a pupil has been unwell and the parent sends a message, email or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a student out of school to go shopping during school hours, this will not mean it is an authorised absence.

### **Unauthorised absence**

An absence is classified as unauthorised when a student is away from school without the permission of both the school and a parent or guardian. This means an absence is

unauthorised if a student is away from school without good reason, even with the support of a parent or guardian.

### **Absent students**

When a student is absent unexpectedly, the teacher will record the absence in the register and inform the school admin team via the Wendover Teacher's WhatsApp group. The admin team will endeavour to contact a parent. When the student is absent, the parent should contact the school by WhatsApp, email or telephone before 08:00 (UK time) on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned, e.g. a medical appointment.

If there is any doubt about the whereabouts of a student, the teacher will take immediate action to notify the school admin team via the Wendover Teacher's WhatsApp group and the admin team will contact the parent in order to make sure the child has not suffered an accident.

### **Requests for leave of absence**

We believe that students need to be in school for all lessons so that they can make the most progress possible. Requests for absence must be made in writing via WhatsApp or email and reach the school at least 14 days in advance except in an emergency, when parents are asked to telephone the school before 08:00 (UK time). Requests for exceptional absence, e.g. absence for days other than religious festivals, medical or dental appointments or for illness, should be sent to the Principal at least two weeks in advance.

We always send parents the term dates over a year in advance so that you can arrange your holidays without disrupting your child's education.

### **Long term absence**

When students have an illness that means they will be away from school for over 5 days, the school will do all it can to send material home so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will review the situation on an individual basis in consultation with parents/guardians.

### **Repeated unauthorised absence**

The school will contact the parent or guardian of any student who has an unauthorised absence. If a student has a repeated number of unauthorised absences, the parents will be asked to meet with the school and discuss the issue. If the situation does not improve, the school will then contact the local support services who will visit the home and seek to ensure

that the parents understand the seriousness of the situation. The school reserves the right to consider taking action against any parents who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. Students with a history of absence may not be entered for GCSE and A level exams.

Wendover Online School will comply with the appropriate home country legislation applicable to students learning overseas.

## **Expectations**

All students are required to attend their lessons on time. This may mean logging in a few minutes early to ensure there are no delays in connection. Where connection problems are encountered, school must be informed via the parental WhatsApp group from where the Wendover team will endeavour to aid with finding a solution. Students are expected to be present for the whole of their allotted lesson time.

We recognise that poor attendance may have a negative impact on a student's progress. Every three days missed by a student represents approximately 5% of their contact time in school that term. Procedures have been put in place to monitor progress as follows:

- A student who has been absent for 3 days in any one term will have a discussion with their tutor as to how they can catch up.
- A student who has been absent for 5 days or more in any one term will complete a formal plan on how to catch up work missed with their 121 tutor.
- The Head of Key Stage will discuss absence with parents when a student has been absent for 5 days or more in any one term.

Older students sometimes request study leave during the summer exams. This is a missed opportunity to make the most of the expertise on offer within the school and we therefore expect students to attend for revision lessons in school throughout the examination period in the summer. Permission to be absent from lessons is by exception and must be agreed in advance with the Principal.

## **Attendance register**

Wendover Online School maintains an electronic attendance register which is completed by teachers for each lesson.

The attendance register is completed at the start of each lesson. It must show:

- Present
- Absent
- Less than 5 minutes late
- More than 5 minutes late – comment added to cell

Additional details regarding reasons for absence are maintained by the Wendover admin team and are revisited in the weekly attendance and students of concern meeting. The admin team follow up all absences and then add the appropriate code, as defined by *Working together to improve school attendance: applies from 19 August 2024*. See Appendix 1.

A student may be marked in the attendance register as unable to attend because of exceptional circumstances where IT systems are unavailable, in this event work will be provided for the student to complete ready for the following lesson.

The keeping of attendance data is essential for the care of the students' academic progress and for reporting on it. It is also a welfare matter for the school to know when students are or are not in lessons.

Register entries must be completed by the class teacher at the time of the lesson. These will be reviewed by the admin team. Records will be kept for 3 years.

The school has a legal duty to report certain attendance issues to the authorities (Local Authority England): ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. The school will follow [Children Missing in Education Guidance](#) in the event that a student is no longer attending and has no indicated educational provision.

### **Policy review**

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date of policy: April 2025

Date of review: April 2027

## Attendance codes 2024-25

The information below is taken from *Working together to improve school attendance: applies from 19 August 2024* at <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

281. All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). Regulation 10 sets out the contents of the attendance register. The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing.

285. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

286. The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3, 10(8) and 10(10) of the regulations and summarised below.

### Attending the school

Status	Code	Explanation
Present	/	287. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.  288. This code is classified for statistical purposes as attending.
Late arrival before the register is closed	L	289. The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate.  290. This code is classified for statistical purposes as attending.

### Attending a place other than the school

Attending education provision	K	291. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional
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arranged by the local authority		<p>provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>292. Schools must also record the nature of the provision (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision such as, home tutoring.</li> </ul> <p>293. Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p> <p>294. This code is classified for statistical purposes as attending an approved educational activity.</p>
Attending an educational visit or trip	V	<p>295. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.</p> <p>296. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</p> <p>297. This code is classified for statistical purposes as attending an approved educational activity.</p>
Participating in a sporting activity	P	<p>298. The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p> <p>299. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul>

		<p>300. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.</p> <p>301. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p> <p>302. This code is classified for statistical purposes as attending an approved educational activity.</p>
Attending work experience	W	<p>303. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.</p> <p>304. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul> <p>305. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>

		306. This code is classified for statistical purposes as attending an approved educational activity.
Attending any other approved educational activity	B	<p>307. The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p> <p>308. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</li> </ul> <p>309. Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> <li>attending taster days at other schools;</li> <li>attending courses at college;</li> <li>attending unregistered alternative provision arranged by the school.</li> </ul> <p>310. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.</p> <p>311. As set out in the DfE's guidance on '<a href="#">Providing remote education</a>', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</p> <p>312. This code is classified for statistical purposes as attending an approved educational activity.</p>
Dual registered at	D	313. The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the

another school		<p>other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p> <p>314. The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</p> <p>315. This code is classified for statistical purposes as not a possible attendance to avoid double counting.</p>
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### **Absent – leave of absence**

316. All schools must use the following codes to record the reason for a pupil being absent with leave:

Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	C1	<p>317. All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):</p> <ul style="list-style-type: none"> <li>• Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.</li> <li>• Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.</li> <li>• Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.</li> </ul> <p>318. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a</p>
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		<p>Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.</p> <p>319. Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.</p> <p>320. This code is classified for statistical purposes as authorised absence.</p>
Leave of absence for the purpose of attending a medical or dental appointment	M	<p>321. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p> <p>322. Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they 81 will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.</p> <p>323. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.</p> <p>324. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p> <p>325. This code is classified for statistical purposes as authorised absence.</p>
Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	J1	<p>326. Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</p> <p>327. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.</p>

		<p>328. This interview must take place during the session for which it is recorded.</p> <p>329. This code is classified for statistical purposes as authorised absence.</p>
Leave of absence for the purpose of studying for a public examination	S	<p>330. Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>331. Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.</p> <p>332. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.</p> <p>333. This code is classified for statistical purposes as authorised absence.</p>
Non-compulsory school age pupil not required to attend school	X	<p>334. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.</p> <p>335. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.</p> <p>336. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p> <p>337. This code is classified for statistical purposes as not a possible attendance.</p> <p><b>Under compulsory school age</b></p> <p>338. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority</p>

		<p>may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.</p> <p><b>Over compulsory school age</b></p> <p>339. Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.</p>
Leave of absence for a compulsory school age pupil subject to a part-time timetable	C2	<p>340. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70.</p> <p>341. Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p> <p>342. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</p> <p>343. Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>
Leave of absence for exceptional circumstance	C	<p>344. All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</p>

		<p>345. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. 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.</p> <p>346. Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>347. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>348. Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.</p> <p>349. This code is classified for statistical purposes as authorised absence.</p> <p><b>Pregnant pupils</b></p> <p>350. Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.</p>
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#### **Absent – other authorised reasons**

Parent travelling for occupational purposes	T	<p>351. The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p> <p>352. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p>
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Religious observance	R	<p>357. The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p> <p>358. As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.</p> <p>359. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.</p> <p>360. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:</p>

		<ul style="list-style-type: none"> <li>• Setting term dates around days for religious observance;</li> <li>• Working with local faith groups to develop guidance on absence for religious observance;</li> <li>• Taking INSET days that coincide with religious observance days; and</li> <li>• Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.</li> </ul> <p>361. This code is classified for statistical purposes as authorised absence.</p>
Illness (not medical or dental appointment)	I	<p>362. The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p> <p>363. Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent’s notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.</p> <p>364. Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.</p> <p>365. This code is classified for statistical purposes as authorised absence.</p>
Suspended or permanently excluded and no alternative provision made	E	<p>366. The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.</p> <p>367. When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral</p>

		<p>unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).</p> <p>368. This code is classified for statistical purposes as authorised absence.</p>
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### **Absent – unable to attend school because of unavoidable cause**

Unable to attend the school because of a lack of access arrangements	Q	<p>369. The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.</p> <p>370. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend due to transport normally provided not being available	Y1	<p>371. The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</p> <p>372. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.</p> <p>373. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend due to widespread disruption to travel	Y2	<p>374. The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.</p> <p>375. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend due to part of the school premises being closed	Y3	<p>376. Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.</p> <p>377. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend due to	Y4	<p>378. Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance</p>

the whole school site being unexpectedly closed		<p>register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.</p> <p>379. This code may not be used for any planned closure such as weekends or holidays.</p> <p>380. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend as pupil is in criminal justice detention	Y5	<p>381. The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>382. If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>383. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p> <p>384. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p> <p>385. This code is classified for statistical purposes as not a possible attendance.</p>
Unable to attend in accordance with public health guidance or law	Y6	<p>386. The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>
Unable to attend because of any	Y7	<p>387. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p>

other unavoidable cause		<p>388. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>389. Schools must also record the nature of the unavoidable cause (regulation 10(6)).</p> <p>390. This code is classified for statistical purposes as not a possible attendance.</p>
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### **Absent – unauthorised absence**

Holiday not granted by the school	G	<p>391. The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>392. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p> <p>393. This code is classified for statistical purposes as unauthorised absence.</p>
Reason for absence not yet established	N	<p>394. Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>395. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p> <p>396. This code is classified for statistical purposes as unauthorised absence.</p>
Absent in other or unknown circumstances	O	<p>397. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</p>

		398. This code is classified for statistical purposes as unauthorised absence.
Arrived in school after registration closed	U	<p>399. Where a pupil has arrived late after the register has closed but before the end of session.</p> <p>400. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.</p> <p>401. This code is classified for statistical purposes as unauthorised absence.</p>

### Administrative codes

Prospective pupil not on admission register	Z	<p>402. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.</p> <p>403. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the 90 prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority coordinate in-year applications for school places.</p> <p>404. Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.</p> <p>405. If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p> <p>406. This code is not collected for statistical purposes.</p>
Planned whole	#	<p>407. Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> <li>• days between terms;</li> </ul>

school closure	<ul style="list-style-type: none"> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days; and</li> <li>• use of the whole school as a polling station.</li> </ul> <p>408. This code is not collected for statistical purpose.</p>
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