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| Dronfield Henry Fanshawe School  | Policy No:C3 | Revision No: | 2 |
| | | Date Issued: | November 2018 |
| Attendance and Punctuality Policy and Procedures | | Committee: | Curriculum |
| | | Author: | NMC/KSA/SLT |
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Purpose

At Dronfield Henry Fanshawe School we want our students to:

- Be resilient, reflective and to take responsibility for what they do.
- Be motivated and enjoy learning
- Develop a range of skills to equip them for a successful adult life, such as independence and ambition
- Be confident, happy and feel safe
- Be friendly, respectful, caring and polite
- Develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

In a school that:

- Fosters individual talents and abilities in every child
- Has the highest expectations for itself, its staff and students
- Celebrates success and achievement in all its forms
- Values the role parents and carers play
- Is continually striving to improve
- Actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Ownership

This attendance policy has been produced with contributions from students, staff, Derbyshire Education Welfare Service, School Health and the Department for Education.

Aims

To establish a culture and climate, which will:

- Enable all students to feel we are a safe and a happy place to learn.
- Endeavour for 100% attendance and punctuality by all students.
- Actively promote excellent attendance and discourage unjustified absence.
- Recognise and celebrate excellent attendance and punctuality
- Prepare students for the demands and disciplines of adult working life.

Introduction

We expect the highest level of attendance and punctuality from all our students. Evidence clearly shows that students who attend school regularly (96%+) make significantly better progress both academically and socially than those who do not. It is vital students attend school on time, every day the school is open unless the reason for absence is unavoidable. Excellent attendance is important if students are to participate in and enjoy school community events like sporting fixtures, drama, music productions and

charity fundraising events. Only exceptional circumstances warrant an authorised leave of absence; since September 1st 2013 in line with Government legislation, the Headteacher will not grant leave of absence for any student during term time, unless there are exceptional circumstances. Parents/Carers are requested not to arrange family holidays during term time.

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Students often find it difficult to catch up on learning that they have missed and absence can lead them to fall behind their peers. This can affect how a student feels about school and can make their attendance even worse. Statistics suggest that a student whose attendance is below 90% will drop at least one grade across all their subjects.

Regular patterns of attendance are vital for young people to maintain friendships and peer networks. Students with regular absence can quickly feel isolated from their peers and this again affects how they might feel about attending school.

Policy

School will work in partnership with parents/carers and students to maximise every student's attendance. In addition to preventative strategies to promote attendance, flexible educational support programmes will be devised to support students with persistent absence. School will use the full range of voluntary and statutory procedures available to it in an escalated approach. Safeguarding children procedures will always override any escalated response.

In order to achieve the aims of this policy, the school will have attendance procedures in 9 areas that are reviewed annually:

1. The Law
2. Types of Absence
3. Holidays in term time
4. Expectations of key stakeholders
5. Promoting and celebrating exceptional attendance
6. Interventions and Legal Sanctions
7. Support available for students and families

Linked Policies

Anti-Bullying Policy and Procedures

Behaviour and Discipline Policy and Procedures

Child Protection and Safeguarding Children Policy

Confidentiality and Handling Sensitive Issues of Parents and Students Policy

Complaints Policy and Procedures

Student Progress and Welfare Policy and Procedures

Accountability

School procedures will be constantly monitored by the Assistant Headteacher (Behaviour, Personal development and Welfare) and reported as requested by governors.

This attendance policy and its procedures will be reviewed every 2 years as part of the policy review schedule.

Procedures

1. The Law

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their children of compulsory school age receive full-time education. Parents/Carers have a legal responsibility to ensure their child has regular attendance at the school where they are registered.

The Government considers a student to be persistently absent when they have missed 10% of their time in school at any time during that academic year, for whatever reason (those students with 90% attendance and below). This level of absence will be having a negative impact on learning and progress and will reduce the likelihood of them achieving their potential.

If a student reaches persistent absence level and parents/carers have not provided acceptable reasons for the absence, the school will take steps to resolve the matter. This may result in the issuing of a Fixed Penalty Notice or prosecution in the Magistrates Court.

Section 444(1) of the Education Act 1996 states that “If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent/carer is guilty of an offence”.

- Prosecution under section 444(1) Education Act 1996, where if convicted, may result in a fine of up to £1000.
- Prosecution under section 444(1a) Education Act 1996, where if convicted, may result in a fine of up to £2500 or up to 3 months imprisonment.

The definition of a parent/carer is any adult who lives in the home(s) where the student resides.

By law a student must currently remain in education until the last Friday in June in the school year in which he/she reaches the age of 16.

Sixth Form Attendance

Since 2013, young people have to stay in full-time education, training or an apprenticeship until the age of 18.

All sixth form students must attend school at all times including all Mentor group registration periods, relevant assemblies and must stay on site and study during all non-contact time. Failure to attend registration will lead to an unauthorised absence. Failure to attend a subject lesson or failure to sign in during a “study period” will be considered as truancy. Unauthorised absence and/or truancy by sixth form students will result in contact home via phone, text, e-mail or letter. Persistent unauthorised absence and/or truancy could lead to exclusion from the Sixth Form.

2. Types of Absence

Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. The classification decision is taken by the school and **not** by parents/carers. The register is marked using the DfE Attendance and Absence Codes (see Appendix 1)

The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session. Guidance on applying the Education (Student Registration) Regulations 2006 can be found in ‘Advice on School Attendance’ published 2014 by the DfE.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. When school considers a student’s absence to be high or following an unusual pattern, then parents/carers may be asked to provide additional medical evidence to help explain any illness absence. Additional medical evidence may include a doctor’s appointment card or a photocopy of a pharmacy prescription. The purpose of parents/carers providing additional medical evidence is to help school make fair and objective decisions over which absences are genuine and which are non-genuine illness. School will not pay any charges incurred by the writing of a doctor’s note. If the school has previously written to parents/carers requesting additional medical evidence and none is provided then the absence will be classified as unauthorised.

If school believes it has good reason to classify an absence as unauthorised despite having contact from a parent/carer, then the parent/carer will be informed. Likewise if a student absence is changed from authorised to unauthorised, the parent/carer will be informed.

Examples of unauthorised absence which can lead to the Local Authority using sanctions and/or legal proceedings include:

- Parents/carers keeping children off school unnecessarily
- Truancy (missing lessons - whether staying on or going off the site) before or during the school day
- Absences which are not properly explained
- Students who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips or holidays in term time which have not been agreed

If a student arrives late to or leaves early from school for the purposes of a medical appointment, we ask that where possible a copy of the appointment card/letter be provided so this absence can be authorised.

Registration periods

The 'AM' mark is recorded when students attend mentor time in the morning. This period starts at 9am and registers are therefore open 9:00am-9:15am. The 'PM' mark is recorded at the start of period 4 (13:30pm) with registers being open 13:30pm – 13:45pm. If a student arrives late, after the close of the register, without good reason they will receive a 'U' mark. This will be classed as an unauthorised absence from school. Students who arrive before the close of the register will receive an 'L'. Two lates in a week will lead to a late detention.

3. Holidays in Term Time

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. School is not liable for any cancellation or alteration charges incurred by a family as a result of school not authorising a holiday during term time.

Any requests should be on an official school absence request form (available from school reception) at least one month before the date of absence and handed into the school office for consideration prior to any holiday/leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Any period of leave taken without the agreement of school, or in excess of that agreed, will be classed as unauthorised and may entice sanctions such as a Penalty Notice.

4. Expectations of Key Stakeholders

Students:

- Arrive in school by 8:50am for mentor time that starts at 9:00am.
- Be "On time, all the time".
- **Track cumulative attendance through student planner in mentor time 'RRR you ready' sessions.**
- If late in the morning, sign in at Student Services.
- If need to leave early sign out at Student Services.
- Tell their Mentor, House Support Manager or House Progress Leader if they're having problems attending school for any reason, e.g. being bullied, feeling unhappy, problems at home.
- Bring a copy of any medical appointment cards to school if requiring time off from school.

Parents/carers:

- Ensure their child attends daily, punctually, dressed in full uniform and equipped to learn – “smart students, ready to learn and “on time, all the time”.
- Telephone and speak with your child’s House Support Manager on the first day of absence ideally before 8.30am.
- Where possible make any medical or dental appointments outside of school hours or not in term time.
- Do not book any holidays or take children out of school during term time.
- Notify school as soon as problems arise with your child’s attendance.
- Encourage children to report any issues that are concerning them, including bullying, immediately to school staff.

Mentors and Subject Teachers:

- Be a good role model for students.
- **Share attendance data with students weekly in ‘RRR you ready’ mentor sessions.**
- Complete every register promptly and accurately, following the current agreed procedures.
- Give attendance and punctuality the highest profile, sharing attendance figures with students.
- Praise students for arriving on time.
- Inform the appropriate House Support Manager or Sixth Form Study Supervisor when students are absent without explanation (possibly truanting the session) or are frequently late to lessons.
- Share any concerns about the attendance, punctuality or welfare of students promptly with House Support Manager, House Progress Leader and parents/carers.

House Support Manager:

- Keep accurate records of responses from parents/carers when their child is absent. Amend the electronic register accordingly.
- Make contact with parent/carer if no contact has been received in the morning of the first day of a child’s absence (by text or telephone call).
- Authorise or unauthorise a student’s absence according to the school’s attendance and punctuality policy and procedures.
- Prepare weekly certificates for the Mentor Group Attendance Award.
- Monitor students for truancy and lateness.
- Report concerns about behaviour, attendance or punctuality promptly to parents/carers and other school colleagues.
- Monitor students with poor attendance and action the appropriate intervention and support strategy.
- Issue attendance awareness and warning letters to parents/carers where appropriate.
- Contact Social Services immediately on the first day of absence of a student with a Child Protection Plan, Child in Need or a Child in Care.
- Discuss with sixth form team any persistent absence or truancy patterns and take agreed action.
- Refer to the Children and Families Support Worker when appropriate.
- Work with other external agencies, e.g. School Health, CAMHS to support students with their health, wellbeing and attendance.

House Progress Leader:

- Be aware of all students with low attendance and/or poor punctuality and support the House Support Manager with the implementation of intervention strategies as requested.
- Liaise with the Director of Learning Support to ensure the most appropriate curriculum and programme of study for students with attendance problems.
- Work with Heads of Faculty and subject teachers to ensure there is the appropriate high challenge, high support in lessons so that students enjoy and want to engage in learning and therefore want to attend school.

Director of Sixth Form/Assistant Director of Sixth Form/Sixth Form Study Supervisor:

- Be aware of all students with low attendance and/or poor punctuality and support the House Support Manager with the implementation of intervention strategies as requested.
- Keep accurate records of responses from parents/carers when their child is absent and liaise with the House Support Manager.
- Authorise or unauthorise a student's absence according to the school's attendance and punctuality policy and procedures using LOAFs (Leave Of Absence Forms)
- Monitor students for truancy and lateness.
- Report concerns about behaviour, attendance or punctuality promptly to parents/carers and other school colleagues.
- Monitor students with poor attendance and action the appropriate intervention and support strategy.
- Work with other external agencies, e.g. School Health, CAMHS to support students with their health, wellbeing and attendance.

Attendance Officer:

- Ensure attendance and punctuality targets are set for students of concern, for example, vulnerable groups, students with attendance <90% (persistent absentees) or punctuality <95%.
- Regular analysis of attendance and punctuality data to assist in the implementation of strategic actions as a result, for example, highlighting patterns of absence and lates.
- Liaise with the House Support Managers and Assistant Headteacher regularly and devise individual attendance plans to improve attendance and punctuality through targeted support and agreed intervention strategies.
- Attend School Attendance Panels with the Assistant Headteacher (Behaviour, Personal development and Welfare) and members of the House team to support families to improve their child's attendance and punctuality.
- Plan and implement interventions, for example home visits, punctuality alerts, student collections to form part of the wider safeguarding agenda, combat truancy and persistent absenteeism.

Assistant Headteacher (Behaviour, Personal development and Welfare) or equivalent:

- Strategically lead and develop the school roles outlined previously.
- Work on strategic action plans and school policy that bring about improvements in student attendance
- Lead on School Attendance Panels and ensure targets and future intervention is administered.
- Monitor and evaluate the systems in school designed to support students in their academic progress and their health and well-being.
- Monitor and evaluate school systems and interventions designed to promote exceptional attendance and behaviour.

Governors:

- Support staff in school in high level intervention strategies, namely School Attendance Panel.
- Act as the school's critical friend and challenge the appropriateness and effectiveness of Attendance and Punctuality Policy Procedures.

5. Promoting and Celebrating Exceptional Attendance

- **Attendance achievement notifications** - Whole school attendance (weekly and year to date) will be calculated and compared to the School's attendance target. This will be published to all staff and students via student notices.
- **Mentor group weekly attendance awards** - Mentor group attendance will be calculated every week and the top mentor group in every house will be awarded a certificate in House assemblies and all top mentor groups will have their attendance published on the school website. **Attendance**

figures are published on mentor room doors and an attendance league competition takes place termly.

- **School reports to home** - Year-to-date individual student attendance figures will be published on all academic reports that go out to parents/carers and students five times a year. In addition, the form mentor will make reference to attendance in the full mentor annual report.
- **Exceptional Attendance and Punctuality Recognition Awards** – Attendance and Punctuality certificates will be presented to all students with 100% Attendance and Punctuality three times a year as part of the school's celebration of achievement assemblies. **Students with medical conditions or disabilities that prevent them from being in school all of the time will also be recognised.**

6. Interventions and Legal Sanctions

We strive for all students to achieve exceptional attendance and punctuality during their time at school. To ensure that all students have the best opportunity to attend daily, learn, grow and achieve we follow an early identification and intervention strategy to alert parents/carers and students to any concerns with attendance or punctuality.

Parent/Carer communication of cause for concern

The school follows a clear systematic process of support for students whose attendance falls below expected levels (96%). We will consider intervention with parents/carers if a student's attendance is less than 96% terms 1-6. The process includes:

1. **Step 1 letter** – student's attendance is below 96%, this letter highlights the importance and impact absence can have
2. **Step 2 letter** – warning parents/carers that their child's attendance is a concern (below 93%), and could lead to negative implications on progress and achievement. This will also request medical evidence for any further absences to be authorised. Warns family of the risk of receiving a fixed penalty notice.
3. **Parental meetings** - house team and school attendance officer invite families in for a meeting if attendance continues to fall.
4. **Penalty notice warning letters** – Parents/carers receive a warning of the school's intention to request a fixed penalty notice is issued for poor attendance. Attendance monitoring period starts.
5. **Governors attendance panel** – Attendance drops below 90%. Students and their parents/carers invited to a meeting to discuss attendance and agree strategies in order to improve attendance.

House teams will take into account the time of the academic year and student's circumstances before **Student Interviews in School** – The House Support Managers, and/or Attendance Officer will schedule regular times to speak with students regarding concerns over their attendance. The purpose of the meetings is to identify school issues that may be affecting attendance, e.g. bullying, learning difficulties.

Contact with Social Services – If a student with a Child Protection Plan is absent from school for any reason, the named social worker should be contacted immediately.

School Attendance Panels – Students and their parents/carers will be invited to a panel if attendance has fallen to 90% or below. The panel involves school staff, Children and Families Support Worker and a school Governor to explore reasons for nonattendance, to identify additional support that school and others can offer. An attendance target which will be monitored over a fixed period of time will be set, failure to meet this target could lead to a fixed penalty notice. The Attendance Panel will formally make it clear any legal sanctions, which could result from student non-attendance at school.

Penalty Notices – As preventative measure of imposing prosecution, authorised local authority staff, police officers and Headteachers can request that the local authority issue penalty notices to parents/carers of children who are not attending school regularly. The penalty is £60, rising to £120 if not paid within 28 days. If the fine is not paid then the parent/carer will be prosecuted.

Prosecution - The local authority may prosecute parents/carers whose children do not attend school regularly. This could result in a fine of up to £2,500, a community order or, in extreme cases, a prison sentence of up to three months. If the court thinks it will help to stop your child missing school, it may also impose a Parenting Order.

Parenting Order - A Parenting Order is a court order which requires parents/carers to attend parenting education or support classes. Parents/Carers will also have to do whatever the court says is necessary to improve their child's behaviour and attendance at school.

Support Available for Students and Families

A range of support is available in and outside of school to support students and their families to achieve excellent attendance.

They include:

- Mentor support and monitoring
- House Support Managers with a dedicated focus on behaviour and attendance
- Positive Support – multi-sensory room for teaching assistants to work with students on emotional and behavioural difficulties including providing a “quiet space” for when students are coming to terms with bereavement or family breakdown
- Rainbows – a bereavement support group, run by trained staff volunteers involving students who have suffered loss or bereavement
- Adjusted curriculum – in addition to the normal personalised curriculum offered to all students (e.g. option choices including college, jigsaw and extended work experience), some students may be offered an adjusted timetable featuring lessons in behaviour learning support to help them integrate into lessons after a long period of absence or exclusion
- Attendance Officer – intervenes and supports students who have difficulties attending on a regular basis
- School Health – referral to the school nurse who runs a weekly drop-in as well as scheduled appointments or referral to the school paediatrician (school doctor) will help students and parents/carers who will work alongside family GPs
- CAMHS (Child and Adolescent Mental Health Service) – referral to CAMHS has to be through school health or the family's own GP
- Home tuition – when supported by CAMHS, Derbyshire Home Tuition Service will provide an entitlement to education at home or at an off-school site location. Home tuition is only available for a limited period of time and a transition plan will be drawn up with the view to returning the child to school.

Appendix 1: DfE School Attendance: Absence and Attendance Codes October 2014

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations.

Present at School

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session.

A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Student Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when students are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended.

This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.
- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); up to five noneducational days to be used for curriculum planning/training; and use of schools as polling stations.