

The Woodland Federation of Peak District Schools



Great Hucklow CE Primary School
 Peak Forest CE Primary School
 Stoney Middleton CE Primary School

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Attendance Policy

Review: Annually

Links to UNCRC	Articles 28 & 29		
Date of Governor Approval	Narrative - Author	Minute Number	Review Date
23/10/2025	Checked and ensured all legislation remains correct. Attendance session times updated due to an error.		



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Statement of Intent

The Woodland Federation of Peak District Schools believes that for children to flourish and achieve their true potential, good attendance is essential. Pupils cannot fully flourish and achieve their true potential if they do not regularly attend school. We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with our pupils and their parents. We follow a whole school approach to securing good attendance and recognise the impact that this has in other areas such as behaviour, SEND support, pastoral support, effective use of pupil premium can have on improving pupil attendance. Poor attendance is the single most significant factor in underachievement. If a child is absent from school, then they are missing learning. Our Aims and

Our Beliefs

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

Our attendance philosophy recognises the importance of both personal and collective achievements, it is an approach which aims to address negative factors which can impact children/young people and to create an inclusive environment where we can foster positive relationships with our pupils and their families.

We recognise that school attendance plays a key role in shaping academic outcomes, personal development, and prospects; regular school attendance can have a significant impact on:

- **Academic achievement:** There is a correlation between regular school attendance and academic outcomes.
- **Knowledge:** School is where children/young people acquire knowledge and skills that are crucial to their growth and development; missing days is missing opportunities.
- **Social Development:** School provides an environment for children/young people to develop social skills, interact and form bonds and attachments. Consistent school attendance supports peer group connections.



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- **Routines:** School attendance provides structure and routine, helping children/young people to learn time management and the organisational skills they will need in later life.
- **Teacher interaction:** Regular attendance enables staff and pupils to develop meaningful and productive relationships which support teacher understanding of needs and assessment of progress.
- **Preventing knowledge gaps:** Poor school attendance leads to knowledge gaps and pupils can find it difficult to catch up potentially leading to long-term academic difficulties.
- **School engagement:** Children/young people who attend school regularly are more likely to become involved in extra-curricular and enrichment activities.
- **Parent/carer legal responsibility:** Parents/carers are legally responsible for ensuring their child's regular school attendance; failure to do so can lead to legal consequences.

Legislation and Guidance

This policy meets the requirements of the Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk) from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- DfE's guidance on Children Missing Education
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Full-time enrolment of 14 to 16-year-olds in further education and sixth-form colleges - GOV.UK (www.gov.uk)
- Missing Children and Adults - A cross government strategy (publishing.service.gov.uk)

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



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Roles and Responsibilities

The Local Authority:

The Local Authority has a duty to:

- Have a strategic approach to attendance and make it a key focus for all
- Have a school attendance team that works with and is available to all schools in their area
- Promote best practice between schools
- Monitor attendance across schools and discuss and signpost services
- Work alongside schools to provide formal support options including attendance contracts and education supervision orders.
- Ensure joint working between services for children with attendance and safeguarding concerns
- Track local attendance data
- Ensure suitable education, such as Alternative Provision, is arranged for children of compulsory school age who, because of health reasons would not otherwise receive a suitable education.

The Headteacher

The headteacher is responsible for:

- Implementation of this policy within each school.
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

The designated senior leader and their deputy/ies

Designated senior leaders and/or deputies with responsibility for attendance:

- Offer a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.



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- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents/carers to discuss attendance issues.
- Deliver targeted intervention and support to pupils and families.
- Monitor and analyse attendance data, as detailed in section 10.
- Benchmark attendance data to identify areas of focus for improvement.
- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance and the headteacher and other key staff.
- Work with education welfare officers, and other professionals, to tackle persistent absence.
- Advise when a fixed penalty notice should be issued.

Class teachers

Class teachers within each school will:

- Fulfil their responsibility for recording attendance daily, using the correct codes, and submitting this information to the school office as soon as registration closes.
- Liaise directly with parents/carers regarding the impact that a pupil's attendance is having on their progress or other aspects of school life.
- Actively encourage pupils to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.
- Identify patterns of poor attendance or lateness and intervene early to address any underlying issues.
- Maintain open lines of communication with parents/carers regarding attendance. They should inform parents/carers of any concerns about a child's attendance or punctuality.
- Provide additional support to children who may be experiencing attendance challenges.
- Set clear expectations for attendance and punctuality; this includes communicating the importance of regular attendance for learning and academic progress.
- Strive to create a positive and welcoming environment where pupils feel motivated and engaged.
- Be alert to potential barriers to attendance, such as bullying, health issues, or family problems.



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Identifying these barriers and reporting them to the appropriate school staff can lead to effective interventions.

- Be aware of safeguarding protocols and report any concerns related to a child's/young person's safety or well-being promptly to the appropriate school staff.

School Office staff

School office staff within each school will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Appropriately manage and direct enquiries from parent/carers to appropriate staff to enable them to access support with attendance matters.
- Liaise directly with staff who have responsibility for safeguarding regarding absences and attendance concerns relating to vulnerable pupils.

Parents/carers

Parents/carers are expected to:

- Ensure that daily routines are established at home, which support their child attending school every day on time.
- Set clear expectations for their child regarding school attendance; emphasise the importance of attending school regularly and being on time.
- Promote healthy practices and routines which support children/young people with being ready and able to attend school, such as adequate sleep, healthy diet, regular exercise, positive peer relationships etc.
- Demonstrate a positive attitude to education and to attendance by discussing with their child the value of school and the opportunities that education provides for their future.
- Attend school events such as parents' evenings, taking the opportunity to develop relationships with key staff and to discuss your child's progress and ambitions.
- Communicate effectively with the school regarding their child's attendance, this includes calling the school to report their child's absence. Call the school to report their child's absence before the start of the school day on the day of the absence. We ask that this is undertaken for every day that a child is absent, advising when they are expected to return.
- Share information readily with the school regarding matters which can impact negatively on school attendance such as bullying, online safety concerns, negative peer relationships etc.
- Provide the school with more than one emergency contact number.
- Ensure that, where possible, appointments for their child are made outside of the school day.



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- Keep up to date regarding school attendance processes.

Pupils

Pupils are expected to:

- Attend school every day, on time.
- Commit to learning by recognising the value of education and attending every day that they are able and well enough to do so.
- Maintain a positive attitude by being open to new experiences and being willing to engage in learning activities and participating in classroom discussion and group work.
- Take responsibility by arriving at school well equipped and ready to learn.
- Build positive relationships with their peers and school staff by demonstrating respect for others, following rules and instructions.
- Maintain healthy routines which enable them to attend school and engage in learning.
- Have an understanding of the importance of attendance on their wellbeing, social relationships, academic outcomes and long-term ambitions.
- Ask adults for help and support when they are facing challenges which might impact on them being able or wanting to attend school.

Recording Attendance

Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

amendment to the attendance register will include:

- The original entry.



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- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

Please refer to Appendix 1 for the DfE attendance codes.

We will also record:

- Whether absences are authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for three years after the date on which the entry was made.

The register for the first session will be taken at 8:45 and will be kept open until 9:15am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

Pupils will receive a late mark (L = Late arrival before the register has closed) if they arrive between 8.45 (after register has been taken) and 9.15am and 1pm – 1:30pm.

Attendance after the register closes (9:15 and 1:30) will receive a mark (U = Arrived after registration closed) to show that they are on site but late.

On Together Days, the children are required to be at school earlier if they are to be transported by minibus; these times are communicated to parents each term using ClassDojo. The official start time to the day remains unchanged if parents wish to transport their own child to the alternative site.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- Each school's daily attendance channel identifies lateness, enabling leaders to review ongoing



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punctuality on a daily basis.

- More formal reviews take place every half termly

Absence procedures

Parents/carers must contact the school office staff every day that their child is absent, stating the reason for their child's absence. This can be done via telephone. This is to ensure the safety and welfare of every child.

Alternatively, parents/carers may visit either school and report to the school office where arrangements will be made to speak to a member of staff.

Staff in either school office will make a phone call to the parent/carer of any child who has not reported their absence on the first day that they do not attend school to ascertain the reason for their child's absence. This is to ensure the safety and welfare of every child.

School may not automatically authorise medical absence and may request further evidence of appointments or prescribed medication.

Notes regarding all absence will be recorded onto Arbor by staff members of The Woodland Federation of Peak District Schools

Senior leaders review attendance and punctuality regularly and report on attendance to The Woodland Federation of Peak District Schools governing body. Senior leaders directly contact parents where there are identified concerns. Senior leaders also contact families to recognise and celebrate improvements.

If a pupil's attendance drops below 90% (i.e. a child is persistently absent), The Woodland Federation of Peak District Schools will work with child's parents to rapidly improve and sustain attendance.

Appointments

As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, the school needs to be notified in advance.



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If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer and collected from the appropriate school office.

Wherever possible, pupils must attend school before and after the appointment.

Medical evidence must be provided following repeated medical absence, and this can take the form of: a prescription, a box of medication, an appointment card or NHS Text reminder

Following up unexplained absence

If any pupil we expect to attend school does not attend, or stops attending without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, we will send a dojo message asking for contact before visiting the home.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained; this will be no later than five working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving other agencies as appropriate.

Monitoring, reporting and recording

The Woodland Federation of Peak District Schools monitors attendance and punctuality throughout the year. Meetings are held weekly to discuss attendance and to plan how to improve the attendance of those whose attendance is causing concern.

The Woodland Federation of Peak District Schools attendance target is 96.1 per cent (96.1%).

All medical evidence and correspondence regarding pupil absence will be scanned and saved onto CPOMS by a member of The Woodland Federation of Peak District Schools administrative staff.

Attendance Targets for children who attend on a Flexi-School basis:

Because we are required to use a "C" code in the register for children on the flexi days (not in school), this counts as an authorised absence and so the child's attendance looks low. We have calculated individual targets for children who attend on a flexi basis so we can monitor attendance fairly.



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Number of Days Attended	Percentage	Calculation
3	57.66%	96.1% of 3 days
4	76.88%	96.1% of 4 days
Full time	96.1%	96.1% of 5 days

Our protocols for attendance that is causing concern:

- Letters are sent to parents whose child's attendance falls below 96.1% (the federation target). This letter informs them of their child's current attendance, the importance of good attendance and the fact that this is being monitored.
- When a child's attendance falls below 90%, the child is classed as being persistently absent. Parents are sent a letter reminding them of their legal obligation to ensure that their child receives a regular education. They are also invited in for a meeting to discuss any issues that we may not be aware of.
- If this attendance does not improve within a month, or there are continued absences, parents are invited to attend an Attendance Panel Meeting. This panel would normally comprise the Executive Headteacher, The Executive Deputy Headteacher and two members of the Governing Body. During this meeting, staff and parents work together to identify any medical issues that are not being met and whether school can help. A plan and targets are then put in place and the child's attendance will be closely monitored in the weekly meetings.
- If there are no improvements after these interventions, we may then apply to Derbyshire County Council to issue a fine.

Reducing persistent and severe absence 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 pupils. 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 pupil absence from school that



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is considered to be a significant cause for concern.

Threshold: In England, a pupil 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 pupil'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 pupils whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

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.



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Authorised and Unauthorised Absence

Approval for term-time absence

The Department for Education stipulates that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. There is no automatic right to any leave in term time, and any leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The Woodland Federation of Peak District Schools governors reached the decision, along with Local Cluster Schools, that it is likely that two days or less would not prompt a penalty notice if just a one-off in the year. The fundamental principles for defining 'exceptional', as determined by the National Association of Headteachers, is that the request for authorised leave is: rare, significant, unavoidable and short. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time. Examples of exceptional leave may include: a funeral of a close family member; religious observance and ceremony or recovery from trauma. This list is not exhaustive.

Any request should be submitted as soon as it is anticipated and, where possible, at least **two weeks** before the absence, and in accordance with any leave of absence request form available from individual schools.

The following are examples of **authorised absence**:



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- Illness and medical/dental appointments.
- Religious observance: where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent/carer belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes: this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Legal sanctions

Penalty notices can be issued by a headteacher, the local authority officer or the police, fining parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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The first time a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent, per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.

The second time, within a three-year period, that a penalty notice is issued for term time leave or irregular attendance the amount will be: £160 per parent, per child paid within 28 days.

The third time, within a three-year period, that an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.



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- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Rewarding Good Attendance

Children whose attendance is at target (96.1%) or above at the end of each term will earn a coloured wristband for that term. For this purpose, attendance is counted for that term only and so everyone is reset at the start of a new term.

At the end of the year, those whose attendance is 96.1% for the whole year will receive a rainbow wristband.



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

Code A (Present at the school):

- 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):

- 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):

- 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):

- 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):

- 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):



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- 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):

- 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):

- 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):

- 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):



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- 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.



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- 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



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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.



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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.



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- 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.



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