ATTENDANCE POLICY

Status and Review Cycle	Statutory / Annual
Policy reviewed and amended	September 2025
Next review date	August 2026
Governor Lead	Jan Berry
Policy Holder(s)	Luke Harrison & Julie White
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1. Aims

This policy aims to reflect the school's culture and ethos which :

- promotes good attendance and the benefits of good attendance

- understands the connection between safeguarding and attendance

- recognises that poor attendance can be a safeguarding concern. Staff must be alert to patterns of absence that may indicate abuse, neglect, exploitation, or other welfare concerns.

- sets high expectations for the attendance and punctuality of all pupils

- reduces absence, including persistent and severe absence

- ensures every pupil has access to the full-time education to which they are entitled

- acts early to address patterns of absence

- builds strong relationships with families to make sure pupils have the support in place to attend school

- provides support for pupils and families to address the root cause(s) of absence

In addition, the policy outlines procedures for the:

- admissions register and registration of pupils

- attendance registers

- absence including authorised and unauthorised absence;

- identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing

- support for pupils and families

2. Attendance Statistics

The following statistics show how attending school regularly greatly impacts educational outcomes:

97% Attendance

Fewer than 6 days absence a year. Excellent attendance. Pupils with this attendance should achieve the best grades they can leading to better prospects for college, university and work.

95% Attendance

Fewer than 10 days absence in a year. Pupils with this attendance are likely to achieve their target grades and have good opportunities.

90% Attendance

19 days absence over the year. Pupils with this attendance are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their best.

85% Attendance

29 days absence in a year. These pupils miss 6 weeks of school a year. It will be very difficult for them to keep up and do their best.

80% Attendance

Pupils with this attendance are missing the equivalent of a year of school over 5 years of education. It will be almost impossible to keep up with work.

3. Legislation and Guidance

This policy pays due regard to:

- Paragraph 15 of The Education (Independent School Standards) Regulations 2014
- School Attendance (Pupil Registration) (England) Regulations (2024)
- The Department for Education's (DfE's) statutory guidance on Working Together to Improve School Attendance (2024)
- School census guidance
- Arranging education for children who cannot attend school because of health needs
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

4. Roles and Responsibilities

4.1 The Governing Board

The Governing Board is responsible for setting high expectations of all school leaders, staff, pupils and parents and ensuring school leaders fulfil expectations and statutory duties, including:

- recognising and promoting the importance of school attendance across the School's policies and ethos
- ensuring a senior leader is identified who has overall responsibility for attendance
- ensuring the School's attendance management processes are delivered effectively, and that consistent

support is provided for pupils who need it most by prioritising staff and resources

- monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the School's processes and improvement efforts to make sure the needs of all pupils are met

- Ensuring safeguarding and attendance policies are integrated, and that attendance data is used to identify potential safeguarding risks

- making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

  - the importance of good attendance

  - that absence is almost always a symptom of wider issues

  - the link between safeguarding and attendance

  - the School's legal requirements for keeping admissions and attendance registers

  - the School's strategies and procedures for tracking and improving attendance, including working with other agencies and keeping them informed regarding specific pupils, where appropriate

  - the importance of working closely with families

  - ensure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data

  - holding the Headteacher to account for the implementation of this policy

4.2 The Headteacher

The Headteacher is responsible for:

- ensuring there is a school attendance policy on the school website which is implemented effectively and made known to parents and pupils.

- ensuring a positive school culture where pupils feel safe and valued and which promotes good attendance

- ensuring the school's admissions register is kept in accordance with statutory guidance, is kept electronically and backed up monthly

- ensuring attendance registers are kept in accordance with statutory guidance

- monitoring absence data and reporting it to governors

- supporting staff with monitoring the attendance of individual pupils

- monitoring the impact of any implemented attendance strategies

- ensuring the school's pastoral support systems support pupils with attendance

- ensuring the School works effectively with other agencies to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate. This includes looked after or previously looked after children; children with a social worker; children with medical needs and children with SEND.

- Ensuring the DSL has oversight of attendance data and is involved in identifying pupils whose absence may indicate safeguarding concerns

- working with the parents of pupils with specific needs to improve attendance

- communicating the School's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.3 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader is responsible for:

- leading, championing and improving attendance across the School

- setting a clear vision for improving and maintaining good attendance

- evaluating and monitoring expectations and processes

- Monitoring attendance data for safeguarding indicators.

- Liaising with the Attendance Coordinator and external agencies where attendance concerns may relate to safeguarding.

- Ensuring staff are trained to recognise attendance-related safeguarding concerns.

- having a strong grasp of absence data and oversight of absence data analysis

- regularly monitoring and evaluating progress in attendance

- establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

- liaising with pupils, parents/carers and external agencies, where needed

- building close and productive relationships with parents to discuss and tackle attendance issues

- creating intervention or reintegration plans in partnership with pupils and their parents/carers

- delivering targeted intervention and support to pupils and families

The designated senior leaders responsible for attendance are Luke Harrison (Prep) and Helen

Cook (Pre-Prep) - Tel: 01732 762336, email: luke.harrison@theprep.org.uk /

helen.cook@theprep.org.uk

4.4 The Attendance Co-ordinator

The School Attendance Officer is responsible for:

- monitoring and analysing attendance data

- benchmarking attendance data to identify areas of focus for improvement

- providing regular attendance reports to school staff and the Headteacher

- working with education welfare officers to tackle persistent absence

The Attendance Co-Ordinator is Julie White, and can be contacted via Tel: 01732 762336, email:

juliet.white@theprep.org.uk

4.5 Form Tutors and Class Teachers

Form Tutors / Class Teachers and specialist teaching staff are all responsible for recording daily attendance for morning and afternoon sessions, using the correct codes (see Appendix 1), and submitting this information to the School Office.

All staff must receive training on how attendance links to safeguarding, including recognising patterns of absence that may indicate abuse or neglect

4.6 School Office Staff

School Office staff will:

take calls from parents about absence on a day-to-day basis and record information on the School's system

transfer calls from parents to the Attendance Co-Ordinator or the relevant Assistant Head of Key Stage where appropriate, in order to provide them with more detailed support on attendance

4..7 Parents

Where this policy refers to a parent, it refers all those who have parental responsibility for a pupil.

Parents are expected to:

- make sure their child attends every day on time

- call the School to report their child's absence before 08:30 on the day of the absence and each subsequent day of absence, and advise when they are expected to return

- provide the school with more than 1 emergency contact number for their child
  ensure that, where possible, appointments for their child are made outside of the school day
- comply with the school's policy on authorised absence

seek support, where necessary, to maintain good attendance, by contacting their Class Teacher or Form Tutor in the first instance, who can be contacted via email or through the School Office

4.8. Pupils

Pupils of statutory school age are expected to:

attend school every day, on time

5. Admissions Register

The Director of Admissions is Mrs Clare Harrison (clare.harrison@theprep.org.uk)

The school is statutorily required to keep an electronic admissions register which is backed up monthly.
For each pupil the admissions register must record the following information:

- Name in full
- Name the pupil uses at school
- Sex
- Address of the pupil
- Name and address of every person known to be a parent of the pupil
- an indication of which parent the pupil normally lives with
- if the child moves to live at another address, (whether in addition to or instead of any address where the child currently normally lives), the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there
- at least one emergency contact telephone number for each parent
- child's date of birth
- date of the pupil's starting day at the school
- name and address of the school last attended, if any;
- if the school is aware from a person with control of the pupil's attendance that the pupil is or will be attending another school the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Parents are requested to notify the school promptly of any changes so the register can be amended accordingly.

Any amendment to the admissions register will include:

- the original entry
- 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

5.1 Deletion from the Admissions Register

A pupil's name can and must be deleted from the admissions register only where one of certain prescribed conditions are met as laid out in Grounds A to O in Working Together to Improve School Attendance.

6. Returns to the Local Authority

The school must make the following returns to its Local Authority.

Non-standard transitions (Pupils entering or leaving the school other than at the usual times)

Additions and deletions to the admissions register at non-standard transition times, including where parents decide to home educate. Notification must be within five days of an admission or in the case of a deletion as soon as the conditions for deletion are met.

The usual point of entry into the school is at age 4 in Reception, although many of our children join in Nursery or Kindergarten, before compulsory school age and attend on a sessional basis. Nursery is entry at age 2 and Kindergarten is entry at age 3.

The usual point of exit is at age 13 in Year 8

Attendance returns

The school must notify the Local Authority of the names and addresses of pupils of compulsory school age who fail to attend school regularly or are absent without leave or lawful reason for a conitnious period of ten school days.

Sickness returns

The school must provide the Local Authority with the names and addresses of pupils of compulsory school age who are absent for 15 school days on account of illness, or as soon as the school reasonably believes they will meet this threshold.

7. Recording Attendance

7.1 Attendance Register

The school keeps an electronic attendance register and place all pupils onto this register.

The attendance register is completed at the start of the first session of each school day and once during the second session.

The attendance register records attendance using the appropriate national attendance and absence codes from the **School Attendance (Pupil Registration) (England) Regulations 2024**, stating 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

- 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

See Appendix 1 for the DfE attendance codes used by the school.

The school also records:

- whether the absence is authorised or not

- the nature of the activity, where a pupil is attending an approved educational activity

- the nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

Attendance registers are kept for 6 years after the date on which the entry was made and back up copies six years from the end of the year to which they relate.

7.2 School times

The school day starts at 08:30 and pupils are expected in their classrooms or form rooms by 08:30 for registration.

There is a staggered end to the day:

Nursery and Kindergarten	15:00
Reception	15:15
Year 1	15:15
Year 2	15:15
Year 3	15:30 (optional on Mondays and Fridays only) or 16:00
Years 4 to 8	16:00

The register for the first session opens at 08:00 and is kept open until 08:40.

7.3 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 late, using the appropriate code

If ongoing punctuality issues are identified, parents will be contacted by the school to offer support in addressing these issues.

8. Absence Procedures

The pupil's parent must notify the school of the reason for the absence on the first day of absence by 08:30 or as soon as practically possible, by emailing their class teacher or Form Tutor and/or calling the School (01732 762336) with details of why their child is are absent and the name of the class or form.

Absences due to physical or mental illness is recorded as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 school days, or there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.
If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this.

8.1 Following Up Unexplained Absence

Where any pupil expected to attend school does not attend, or stops attending, without reason, the School will:

- call the pupil's parent 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, the school may take appropriate steps to involve other agencies to ascertain the pupil's safety and whereabouts

- 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 5 working days after the session(s) for which the

pupil was absent

- call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary - if absence continues, the School will consider involving an education welfare officer

- where appropriate, offer support to the pupil and/or their parents to improve attendance

- identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

8.2 Authorised and Unauthorised Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the School in advance of the appointment by emailing their child's class teacher or form tutor. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Non-medical absences may require the permission of The Headmaster, and these should be addressed via email directly to him copying in the class teacher or Form Tutor. **Please see below to find out which term-time absences the school can authorise.**

8.3 Approval for Term-Time Absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- taking part in a regulated performance

- attending an interview

- study leave

- a temporary, time-limited part-time timetable

- exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, leave of absence will not be granted for the purposes of a family holiday.

The School considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request.
Any request should be submitted as soon as it is anticipated. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s) - if necessary, the School will seek advice from the parent's religious body to confirm whether the day is set apart

- family wedding or funeral

- parent(s) travelling for occupational purposes -

- if the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

- attending another school at which the pupil is also registered (dual registration)

- attending provision arranged by the local authority

- if there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Children without the required authorisation who do not attend school will have their absence recorded as unauthorised and may be reported to the Local Authority.

9. Reporting to Parents

The school will contact parents if there are concerns about their child's attendance.

In addition parents will be informed about their child's attendance and absence levels via termly School Reports.

If a child's attendance falls below 90%, the school will write to parents to inform them and offer support to improve their child's attendance.

10. Trips

The school believes that school trips are a vital part of a child's learning experience and contribute significantly to their development. Therefore, when trips are organised during term time, all children are expected to attend.

There may be occasions when a child is unable to attend a trip; however, all children from January 2025 will still be charged for any trip that has been planned, even if they are unwell or if a parent has informed the school of a planned absence.

If a child is absent due to exceptional circumstances, this will be considered on a case-by-case basis. The bursary will inform families if charges can be waived in these instances.

Absences for reasons such as illness, unauthorised holidays or other non-exceptional circumstances will not exempt families from paying for the trip. School trips are planned based on the number of children in the class, and costs are calculated accordingly.

The school understands that participation in some trips may pose a financial challenge for families. If any parent is unable to cover the cost of a trip, they should contact the School Bursar at **bursar@theprep.org.uk** to confidentially discuss available support options. The school is committed to ensuring all pupils have access to these enriching experiences, regardless of financial

circumstances.

11. Sanctions

The School will support pupils and families by encouraging an ethos of working together to address any barriers to attendance whether these factors are in or outside school. However, should parents not engage with offers of support, the School may contact appropriate outside agencies or safeguarding partners to provide additional support.

12. Strategies for Promoting Attendance

Promoting and supporting good attendance requires a coordinated approach across the school by all members of staff. This includes but is not limited to the curriculum, behaviour management, anti-bullying measures, SEN support and pastoral care. The School recognises these links between attendance and attainment and wider well-being and works to build a positive relationship between school and home that can be the foundation of good attendance. The School will support pupils and families by encouraging an ethos of working together to address any barriers to attendance whether they are in or outside school and putting the right support in place.

1. The class teachers and form tutors will closely monitor and where necessary seek support to address any issues with pupils, parents / carers and other stakeholders; the attendance co-ordinator will complete regular report to ensure all data is captured and attendance concerns are identified, reviewed and followed up;

2. Attendance, punctuality and its impact on learning and progress will be a key area for discussion between the School and parents / carers during consultation appointments;

3. Child attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Pupils' Social Services, the Police, relevant LEA's, ISI and the DfE;

4. A child is deemed to be a Persistent Absentee (PA) if their attendance falls below 90%. The School will consider pupils below 95% at risk and will contact parent where an absence below 95% occurs. Pupils who are PA will be monitored by the School;

5. Analysis of trends and attendance should identify strengths and areas for intervention to further improve attendance.

6. Staff training will include recognising safeguarding risks linked to attendance and how to escalate concerns appropriately.

13. Supporting Pupils who are Absent or Returning to School

13.1 Pupils Absent Due to Mental or Physical Ill Health or SEND

The School will work collaboratively with parents/carers and pupils to support a return to school that

reflects the pupil's individual needs. Where a pupil has an Education, Health and Care (EHC) Plan and their attendance declines, or the School becomes aware of attendance barriers linked to the pupil's needs, the School will inform the Local Authority and work to address these concerns.

Staff should use terminology that is sensitive to pupils' experiences. Not all children who have experienced harm identify as victims, and language should reflect their preferences. This approach supports a respectful and trauma-informed environment.

13.2 Pupils Returning to School After a Lengthy or Unavoidable Period of Absence

The School will develop a tailored reintegration plan for any pupil returning after a prolonged or unavoidable absence. This may include additional academic support or a phased return to school. Any phased return will be agreed in advance with parents/carers and reviewed regularly to ensure it meets the pupil's evolving needs.

14. Attendance Monitoring

14.1 Monitoring Attendance

The School will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the School and at an individual pupil, year group and cohort level. This will be done via the school's management system. Class teachers and form tutors should report any concerns to the attendance co-ordinator, who will report to members of the senior management team. Specific pupil information will be shared with the DfE on request.

The School will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

14.2 Analysing Attendance

The School will:

- analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance

- identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

- conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

14..3 Using Data to Improve Attendance

The School will:

- encourage class teachers / form tutors to review attendance reports regularly to facilitate discussions with pupils and families, and report to special educational needs co-ordinators, designated safeguarding leads and assistant heads of key stage

- Attendance data will be shared with the DSL and safeguarding team to identify pupils at risk. Patterns of absence will be reviewed alongside safeguarding records.

- liaise with parents as soon as the school has a concern about attendance

- provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)

- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- share information and work collaboratively with the Local Authority and other agencies where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

14.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the School's strategy for improving attendance.

The School will:

- use attendance data to find patterns and trends of persistent and severe absence

- consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Where safeguarding concerns are identified, the school will work with multi-agency partners including Early Help, Social Services, and the Police to address barriers to attendance.

- hold regular meetings with the parents of pupils who the School (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- discuss attendance and engagement at school

- listen, and understand barriers to attendance

- explain the help that is available

- explain the potential consequences of, and sanctions for, persistent and severe absence

- review any existing actions or interventions

- provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils - in doing so, the School will sensitively consider some of the reasons for absence

14.5 Attendance concern

1. If a child's attendance becomes or remains a concern and the strategies for addressing the concern do not result in positive change, the School may consult with the local authority (Kent County Council) attendance service for guidance and / or make a referral to KCC;

2. Parents should be aware that KCC may be able to prosecute parents if absence persists.

Reporting duties

1. The School has statutory reporting obligations if a pupil fails to regularly attend or their

absence is unauthorised.

2. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. Similarly, where appropriate pupils who have accumulated 15 School days of authorised absence (illness), either consecutively or intermittently, might also be reported;

3. Action will also be taken in accordance with the Missing child policy and Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

15. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the SMT and Safeguarding Team. At every review, the policy will be approved by the full governing board.

Links with Other Policies

This policy also links with other school policies including but not limited to:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy

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

Code	Definition	Scenario
/	present (am)	pupil is present at morning registration
\	present (pm)	pupil is present at afternoon registration
L	late arrival	pupil arrives late before register has closed
Attending a place other than the school		
K	attending education provision arranged by the local authority	pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	attending an educational visit or trip	pupil is on an educational visit/trip organised or approved by the school
P	participating in a sporting activity	pupil is participating in a supervised sporting activity approved by the school
W	attending work experience	pupil is on an approved work experience placement
B	attending any other approved educational activity	pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	dual registered	pupil is attending a session at another setting where they are also registered
Absent – leave of absence		

C1	participating in a regulated performance or undertaking regulated employment abroad	pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	medical/dental appointment	pupil is at a medical or dental appointment
J1	interview	pupil has an interview with a prospective employer/educational establishment

S	study leave	pupil has been granted leave of absence to study for a public examination
X	not required to be in school	pupil of non-compulsory school age is not required to attend
C2	part-time timetable	pupil is not in school due to having a part-time timetable
C	exceptional circumstances	pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	parent travelling for occupational purposes	pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	religious observance	pupil is taking part in a day of religious observance
I	illness (not medical or dental appointment)	pupil is unable to attend due to illness (either related to physical or mental health)
E	suspended or excluded	pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		

Q	lack of access arrangements	pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	transport not available	pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	widespread disruption to travel	pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	part of school premises closed	pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	whole school site unexpectedly closed	every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	criminal justice detention	pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	public health guidance or law	pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	any other unavoidable cause	to be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	holiday not granted by the school	pupil is absent for the purpose of a holiday, not approved by the school
N	reason for absence not yet established	reason for absence has not been established before the register closes
O	absent in other or unknown circumstances	no reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	arrived in school after registration closed	pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	prospective pupil not on admission register	pupil has not joined school yet but has been registered
#	planned whole-school closure	whole-school closures that are known and planned in advance, including school holidays

This policy has been updated to reflect the statutory guidance set out in Keeping Children Safe in Education (KCSIE) 2025. It reinforces the link between attendance and safeguarding, outlines the responsibilities of the Designated Safeguarding Lead (DSL) in monitoring attendance, and emphasises the importance of multi-agency collaboration and staff training to identify and respond to attendance-related safeguarding concerns.