

West View Primary School

Attendance and Punctuality Policy

Policy approved by Local Governors: October 2026

Date for Review: October 2027

In order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Rights Respecting Article 28 - I have the right to an education

We are committed to:

- Promoting and modelling good attendance and punctuality from the start of a child's educational journey with us
- Promoting the importance of arriving to school and lessons on time
- Reducing absence, including persistent and severe absence
- Ensuring that every child has access to a full-time education
- Regularly monitoring and analysing attendance, absence and punctuality data to identify pupils and families who require more support
- Intervening early and working with other agencies to ensure high standards of attendance and punctuality
- Building and maintaining strong relationships with families to overcome barriers to attendance and punctuality and to enable targeted support to drive forward improvements
- Making reasonable adjustments for disabled pupils and considering carefully the individual needs of pupils with Special Educational Needs (SEND), medical conditions or mental health needs

As a school, we will:

- Work to cultivate strong, respectful relationships with families to build their trust and secure engagement. Open and honest communication will be maintained about the expectations of school life, attendance and performance so that families understand what to expect and what is expected of them. We will liaise with other agencies working with pupils and their families to support attendance.

- Ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure that there are additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

- Ensure that parents and carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – this means that their child must attend school every day that it is open, except for in certain circumstances e.g. sickness or absences that have been authorised by the Headteacher in advance.

- Regularly inform parents and carers about their child's levels of attendance, absence and punctuality, and ensure that they are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

Legal Framework

This policy meets the requirements of Working together to improve school attendance: July 2026 from the Department for Education (DfE) and refers to the DfE's statutory guidance on School behaviour and 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)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

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

- Summary of responsibilities where a mental health issue is affecting attendance
- Support for pupils where mental health issues are affecting attendance (Effective practice examples)
- Keeping children safe in education - GOV.UK (www.gov.uk)

This policy operates in conjunction with the following school documents and policies:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Children In Our Care (CIOC) including Previously Cared For Children Policy
- Children Missing Education (CME) Policy
- Complaints Policy
- Mental Health and Wellbeing Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

Roles and Responsibilities

Improving school attendance is everyone's business. It is a shared responsibility between Local Governors, all school staff, parents/carers, pupils and the wider school community.

Local Governors have overall responsibility for:

- Promoting the importance of attendance across the school's ethos and policies
- Making sure that the school's senior leaders fulfil their expectations and statutory duties
- Regularly reviewing and challenging attendance data for all groups of pupils
- Monitoring attendance figures for the whole school
- Ensuring that staff receive adequate training in relation to attendance
- Holding the Headteacher to account for the implementation of this policy

The Headteacher is responsible for:

- The overall implementation of this policy
- Monitoring school-level absence data and reporting it to Local Governors
- Supporting staff with monitoring the attendance of individuals and groups of pupils
- Using data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Issuing fixed Penalty Notices – where necessary

The Headteacher at West View Primary School is Miss Lauren Furness.

Telephone: 01429 267466/07360096559 Email: lauren.furness@westview.adastraschools.org

The Headteacher has designated a senior leader as the Attendance Champion to oversee the school's attendance policy, monitoring and improvement. At West View Primary School, the Attendance Champion is Ms Michelle Clarke.

Telephone: 01429 267466/07919392166 Email: michelle.clarke@westview.adastraschools.org

The Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for the improvement of attendance
- Evaluating and monitoring attendance expectations and processes
- Monitoring and analysing attendance data, benchmarking this to identify focus areas for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Communicating with pupils and their families regarding attendance and punctuality issues
- Delivering targeted intervention and support to families
- Working with relevant school staff to tackle persistent absence
- Providing regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Reporting concerns regarding attendance to the Headteacher and Local Authority (where appropriate)
- Advising the Headteacher when to issue fixed Penalty Notices

Staff are responsible for:

- Following this policy and ensuring that pupils do so too
- Ensuring that this policy is implemented fairly and consistently
- Modelling good attendance behaviours
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Where designated, taking the attendance register at the relevant times during the school day
- Accessing professional development in respect of attendance and punctuality
- Speaking to children on their return to school following absence to check on their reasons for absence, if appropriate, and to check on their wellbeing

Administrative/Office Staff are responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and sharing this information with the school's Inclusion Team
- Recording any concerns raised using the school's CPOMS system
- Transferring calls to the Inclusion Team to provide them with more detailed advice and support on attendance

Pupils are responsible for:

- Attending school and any agreed activities when at school
- Arriving punctually to school

Parents and carers are responsible for:

- Promoting good attendance and punctuality with their children
- Making sure that their child attends school every day and on time
- Where their child is unable to attend, calling the school to report this absence before 8.50am (on each day of absence)
- Providing accurate and up-to-date contact details, including more than one emergency contact number
- Updating the school if their details change
- Where possible, making appointments for their child outside of the school day

Attendance Expectations

At West View Primary School, we have high expectations for pupils' attendance and punctuality and ensure that these expectations are communicated regularly to our pupils and their families.

Any absence affects the routine of a child's schooling and regular absence will seriously affect their ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

For children in Pre-Nursery and Nursery, the two sessions are as follows:

Morning: 8.30am – 11.30am Afternoon: 12.15pm – 3.15pm

A register will be taken by the class teacher at the start of each session.

Whilst it is acknowledged that attendance for under 5's is not compulsory, we still undertake daily registration for these children and attendance is monitored in the same way as for those who are of compulsory school age - we have a statutory responsibility to ensure the welfare and safety of all pupils in our school, regardless of age. Therefore, contact will be established to determine any reasons for absence and regular attendance is actively encouraged.

Even for very young children, there are positive benefits to be gained from regular attendance. This includes not only coming to every planned session but also being there on time. It is important to build good habits from the start.

Benefits of good attendance in Early Years:

- It builds in young children the idea of routine - that getting up and going to Nursery is simply what you do.
- Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from some regular elements.
- Young children find it easier to build and sustain a range of social relationships when they regularly attend.
- Children who rarely miss sessions at Nursery and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.
- Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try harder to understand what is going on and what other children are talking about or doing.

- Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in the Nursery. This will aid their transition to full-time school in Reception.

For children from Reception to Year 6 there is a 'soft start' to the day. The doors open at 8.40am and children should be in their classroom, ready to start lessons by 8.50am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by the class teacher at **8.50am** when the classroom doors close. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark (L) and we will record the number of minutes late that the child has been.
- The morning register will officially close at **9.20am**. Pupils will receive a mark of unauthorised absence (U) if they do not attend school before this time.
- The afternoon register will be marked at **1.00pm** for all pupils.

Pupils and their families will be encouraged to communicate any concerns related to attendance, punctuality and absence as soon as possible to the relevant member of staff.

Attendance Register

West View Primary School uses Abor as the Management Information System (MIS) to keep attendance registers and all pupils are placed onto this register.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session, in accordance with current School Attendance (Pupil Registration) (England) Regulations and DfE attendance guidance.

This register will record whether pupils are:

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

We will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. **Please refer to Appendix 1 for the DfE attendance codes - they can also be accessed here from page 81 onwards:** Working together to improve school attendance: July 2026

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

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

Attendance Register - Deletions

At West View Primary School, we will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent/carer in advance of the pupil leaving.

As a school, we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. We follow Hartlepool Local Authority Children Missing Education (CME) procedures and make the relevant CME referrals, when required.

Children missing education - GOV.UK

Please also refer to our Children Missing Education Policy.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent or carer's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Hartlepool Local Authority will be informed of the removal from roll as outlined above. As part of this process, the Headteacher will complete a de-registration form and this will be sent directly to ehe@hartlepool.gov.uk

The Elective Home Education Officer for Hartlepool is Katie Storey.

Telephone: 01429 523346 Email: katie.storey@hartlepool.gov.uk

Unplanned Absence

Parents and carers are required to contact the school office via telephone by **8.50am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last.

Where a pupil is absent, and their parent or carer has not contacted school by the close of the morning register to report the absence, Inclusion Team staff will contact the parent/carer by telephone call as soon as is practicable.

West View Primary School will always follow up any absences in order to:

- Ascertain the reason for the absence
- Ensure that the proper safeguarding action is being taken
- Identify whether the absence is authorised or not
- Identify the correct code to use to enter the data onto the school system

If we are unable to establish contact with a parent/carer, or one of the child's emergency contacts, then a home visit will be undertaken as part of our school's first day response procedures. Where we are still unable to establish contact and determine a reason for the pupil's absence, we may need to request a welfare check be carried out and this may include contact with Children's Social Care or the Police.

As a school, we will not request medical evidence in most circumstances where a pupil is absent due to illness; however, we do reserve the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness and in circumstances where the child's attendance is a cause for concern. If, as a school, we cannot be satisfied about the authenticity of an absence from school, this will be recorded as unauthorised.

Where a pupil has a verified and chronic health condition, we will aim to work with parents and carers to ensure that the pupil has access to education and we will provide support in line with DfE guidance - Supporting pupils with medical conditions at school - GOV.UK

Please also refer to our Supporting Pupils with Medical Conditions Policy.

Appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides proof of appointment e.g. an appointment text or letter. However, we encourage parents/carers to make medical and dental appointments outside of school hours, where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Reporting

We will regularly report attendance figures to parents and carers – and at least on a termly basis we will provide a child's attendance certificate. If a child's attendance falls below 95%, parents and carers will be notified of this sooner via a school monitoring letter or text. We may seek support from the Local Authority at an early stage where attendance concerns are emerging and additional intervention is required. Attendance figures are also provided in each child's end of year report.

Each child's attendance can be summarised as:

96% - 100%	**Attendance levels are good to excellent and effort should be made to maintain these standards.** Having excellent attendance will help your child to progress in all areas of school life: evidence shows that pupils with the highest attainment at the end of KS2 and KS4 have higher rates of attendance over the key stage compared to those with the lowest attainment.
90% - 95.9%	**Attendance levels are below the school's expected standard and may trigger intervention and support.** Strive to improve this figure. Your child is missing out on opportunities for learning and social development. We will work with you to improve attendance for your child.
Below 90%	**Attendance has decreased to an unacceptable level.** This is classed as **persistent absenteeism.** At this point, absence is a ***serious cause for concern*** and is significantly disrupting your child's learning. We will work with you and the Local Authority School Attendance Team to improve your child's attendance. Absence from school without a good reason is an offence and at this point, you will be asked to provide medical evidence to support any absence. Failure to do so will result in the absence being unauthorised.

Term-Time Absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

As a school, we consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the main school office. The Headteacher may require evidence to support any request for a leave of absence.

Valid reasons for **authorised absence** may include:

- 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 parents belong. If necessary, we will seek advice from the religious body to confirm whether the day is set apart.
- Bereavement – including to attend a funeral of a family member.

As a school, we are not able to grant leaves of absence for the purposes of family holidays.

Extended Leave

When a child is absent from school for an extended period (i.e. 15 school days or more), the parent/carer should advise the school of the child's temporary address.

Attendance Monitoring

As a school, we will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Analyse attendance data for vulnerable groups including pupils eligible for Pupil Premium, pupils with SEND, children with a social worker, young carers and Children In Our Care (CIOC) to identify emerging concerns and target support effectively.

Pupil-level absence data will be collected each term and published at national and local authority levels through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. As a school, we will compare attendance data to the national average and share this with our Local Governors and Trustees.

In relation to individual pupil attendance:

The Attendance Champion will undertake regular reviews of attendance and register checks will also take place with the Local Authority Attendance Team. Any concerns in relation to a child's attendance or punctuality will be regularly communicated to parents and carers via the school's Inclusion Team or Senior Leadership Team. As a school, we will pay particular regard to the attendance of children with a social worker, children subject to Child in Need or Child Protection Plans and Children In Our Care (CIOC), ensuring that attendance concerns are addressed promptly with relevant agencies. In addition, we recognise that young carers may

face additional barriers to attendance and we will work with families and relevant agencies to ensure that appropriate support is provided.

If a pattern of absence becomes problematic, the Attendance Champion, together with the wider Inclusion Team, will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. Staff will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer personalised support rather than immediately reaching for punitive approaches.

Information will be shared with staff to ensure that they have oversight of children's attendance, in particular, where this is considered to be Persistent (PA) or Severe (SA).

Where attendance concerns arise, we will implement a graduated response, including early help, attendance support plans, multi-agency working and regular review meetings before considering legal intervention, except where safeguarding concerns require immediate escalation.

Legal Sanctions

West View Primary School or Hartlepool Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Under the national framework, all schools will be required to consider issuing a penalty notice when a child has missed 10 or more sessions (5 days) for unauthorised reasons in a rolling period of 10 school weeks. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G/O/U coded within the school's registers). The 10-school weeks can span different terms, school years or educational settings.

Paid within 21 days		
	Total for parent 1	Total for 2 parents
1 child	£80	£160
2 children	£160	£320
3 children	£240	£480
Paid within 28 days		
1 child	£160	£320
2 children	£320	£640
3 children	£480	£1440

Penalty notices can be issued by a Headteacher, Local Authority Officer or the Police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling period of 10 school weeks
- The number of authorised absences occurring within the 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

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

There is no entitlement in law for pupils to take time off during the school term to go on holiday or other absence for the purpose of leisure or recreation. In addition, the Supreme Court has ruled that the definition of regular school attendance is *'in accordance with the rules prescribed by the school.'*

As a school, we will work to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the Local Authority to use legal measures.

Reducing Persistent Absence (PA) and Severe Absence (SA)

- Persistent absence = a pupil misses 10% or more of school. Over a full academic year, this would be 19 school days (equivalent to 38 sessions) missed.
- Severe absence = a pupil misses 50% or more of school.

As a school, we will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with parents/carers of pupils considered to be vulnerable or those who are persistently or severely absent to discuss attendance and engagement with school
- Offer catch-up support to build confidence and bridge gaps
- Meet with pupils to discuss patterns of absence, barriers to attendance and any other difficulties they may be having
- Establish personalised plans to remove barriers and provide additional support
- Make regular contact with families to discuss progress
- Assess whether an Education, Health and Care Plan (ECHP) or Individual Health Care Plan may be appropriate
- Consider what support for re-engagement might be needed, including any referrals to wider support services in order to remove barriers to attending school

West View Primary School will work with the Local Authority and other partners to engage all relevant services needed to identify and address the wider barriers to attendance that these pupils are facing.

Pupils whose attendance falls below 50% will be subject to enhanced monitoring and multi-agency intervention due to the increased educational and safeguarding risks associated with severe absence.

If parents/carers fail to engage with support offered and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. Those found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

Where a pupil at risk of PA is also at increased risk of harm, we will work in conjunction with all

relevant authorities to support the pupil in line with our duty of care. We will also bear in mind that the continuation of absence following intervention may, in itself, constitute neglect, and we will therefore escalate any concerns in this regard in line with our Safeguarding and Child Protection Policy.

Part-Time Timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate that they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour.

A part-time timetable will not be treated as a long-term solution and will have a time limit with regular reviews by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without agreement from the parent/carer and/or other professionals working with the family, as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so. It will be reviewed regularly in partnership with the child (where appropriate given their age/ability), parent/carer and any other relevant professionals working with the family.

We will notify the Local Authority of all part-time timetables as soon as a plan has been agreed.

Staff Training

West View Primary School recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools e.g. the keeping of registers
- Strategies and procedures for monitoring and improving attendance
- Procedures for multi-agency working to provide intensive support for pupils who need it
- The understanding that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed

The Headteacher will arrange dedicated and enhanced attendance training to the Attendance Champion and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Monitoring and Review

This policy will be reviewed as guidance from the Local Authority or DfE is updated and, as a minimum, on an annual basis by Miss Furness, Headteacher, together with the Attendance Champion and Local Authority School Attendance Officer - as appropriate. The next scheduled review date for this policy is October 2027.

Any changes made to this policy will be communicated to all relevant stakeholders and at every review, the policy will be approved by Local Governors.

Appendix 1 - Attendance Codes

The following attendance codes are taken from the *DfE Working Together to Improve School Attendance (2026)* statutory guidance. The descriptions below provide a policy summary and do not replace the legal definitions.

Present and approved educational activity codes

Code	Definition	Policy summary
/	Present - morning	Pupil present at morning registration.
\	Present - afternoon	Pupil present at afternoon registration.
L	Late before register closes	Pupil arrives after the session starts but before the register closes.
B	Approved off-site educational activity	Supervised activity approved by the school; legal approval and supervision requirements must be met.
K	Education provision arranged by local authority	Pupil attends supervised provision arranged by the local authority; not merely an activity approved by it.
D	Dual registered at another school	Use only when the pupil is registered at two schools and attends, or is expected to attend, the other registered school for that session; schools must confirm attendance and share information promptly.
P	Approved sporting activity	Supervised sporting activity approved by the school.
V	Educational visit or trip	Educational visit or trip organised or approved by the school.
W	Work experience	Pupil attends an approved work-experience placement.

Authorised absence and unable-to-attend codes

Code	Definition	Policy summary
C	Leave for exceptional circumstances	Use only where leave is granted because exceptional circumstances exist and no more specific authorised-absence code applies. Do not use as a blanket flexi-schooling code.
C1	Regulated performance or employment abroad	Leave for a regulated performance or regulated employment abroad.
C2	Temporary part-time timetable	Compulsory-school-age pupil absent under an agreed temporary part-time timetable.

Code	Definition	Policy summary
E	Suspended or permanently excluded	No alternative provision has been made for the relevant session.
I	Illness	School is satisfied the pupil is unable to attend due to illness.
J1	Interview	Interview for employment or admission to another educational institution.
M	Medical or dental appointment	Appointment could not reasonably be arranged outside school hours.
R	Religious observance	Day exclusively set apart by the relevant religious body.
S	Study leave	Authorised study leave for a Year 11 pupil during public examinations.
T	Travelling for occupational purposes	Mobile child travelling with a parent for trade or business, subject to legal conditions.
Q	Lack of local-authority access arrangements	Use only where the local authority is responsible for making access arrangements, such as transport or other access support, and those arrangements are unavailable; not for ordinary transport difficulties or parental choice.
Y1	Unable to attend due to transport normally provided not being available	Use where transport normally provided by the school or local authority is not available and the pupil cannot reasonably attend without that transport.
Y2	Widespread travel disruption	Local, national or international emergency causes widespread disruption.
Y3	Part of premises closed	Part of the school premises is unavoidably out of use.
Y4	Whole school unexpectedly closed	School was planned to open but is unexpectedly closed.
Y5	Criminal justice detention	Pupil is in police detention or remanded to youth detention awaiting trial or sentence.
Y6	Public-health guidance or law	Use only where attendance would be contrary to public-health guidance or law; not for ordinary illness or general concern about infection.
Y7	Other unavoidable cause	Apply narrowly where an unavoidable cause prevents the individual pupil, not merely the parent, from attending; record the precise cause.

Authorised absence and unable-to-attend codes

Code	Definition	Policy summary
G	Unauthorised holiday	Term-time holiday not granted by the school.
N	Reason not yet established	Temporary code while the school establishes the reason. Replace promptly with the correct code; use O where no satisfactory reason is established.
O	Other unauthorised absence	School is not satisfied with the reason or no authorised category applies.
U	Late after register closes	Pupil arrives after the published register-closing time and no other code applies. Code U is linked to the school's published closing time for that session and must not be applied automatically simply because 30 minutes have elapsed.
X	Not required to attend	Pupil of non-compulsory school age is not required to attend that session, including agreed sessions for a child below compulsory school age.
Z	Prospective pupil not yet on roll	Register is set up but the pupil has not yet joined the school.
#	Planned whole or partial closure	Planned closure for pupils who would otherwise be expected to attend.