



Attendance Policy

This policy is applicable to all students including those in the EYFS setting

**For international students, this policy should be read
in conjunction with the Sponsored Student Attendance Monitoring Policy**

Monitoring:	Head and SLT
Named Responsible Person:	Attendance officer
Date of Policy Review:	August 2024
Next Review date:	August 2025

Introduction

Windermere School (hereafter referred to as The School) sees successful education as a partnership between the family and the school and is committed to providing the highest quality of education possible. In order to do so, it is expected that students will, ordinarily, attend school for the duration of each school day and for certain specified school events which occur outside the normal school day. There will be occasions when students cannot attend school and this policy details the procedures to be followed on such occasions.

The School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

In order to comply with its statutory obligations, Windermere School expects that it will enjoy the full support of all parents and carers in implementing this policy. The parents and carers of every compulsory school age child shall ensure they receive efficient, full-time education.

Reference is made throughout this policy to the Department for Education statutory guidance [Working together to improve school attendance](#) which evidences the link between regular school attendance and improvements in a child's attainment, wellbeing and wider life chances, in addition to reducing extra-familial harms, such as crime and violence.

The School recognises that improving attendance is everyone's business, and that barriers to school are wide, complex and unique to individual students, families and their circumstances. School needs to be a safe, supportive environment.

If students find attending school to be, in some way difficult, then the staff at the School will work with students, parents, carers and where necessary, external support, to holistically support the student. They will help to remove any barriers to enable the student to better access their education in school. This policy seeks to address this using statutory and non-statutory guidance as outlines in Appendix 1.

Aim

By implementing this policy, the School aims to:

- Ensure the safeguarding and wellbeing of all students.
- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Maintain a whole school culture that promotes the benefits of high attendance and where this is recognised as normal.
- Raise awareness amongst the parents and carers of the student, of the importance of uninterrupted attendance and punctuality.
- Provide additional support for those students who are absent from school due to any health or special education needs.
- Work closely with a student's family, carer or other agencies to holistically look at barriers to attendance and where possible, work to remove them in order to enhance the educational journey, which can be hindered by unnecessary absence.
- Promote a positive, supportive space, where students feel safe, secure, valued, validated and can be encouraged to take responsibility for themselves.
- Provide strategies for intervention at the earliest opportunity to ensure that students are not deprived of educational opportunities through non-attendance or lateness.

Working together to improve attendance.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

EXPECT

Aspire to high standards of attendance from all students and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with students and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT

Remove barriers in school and help students, parents or carers to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support.

ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention.

ROLES and Responsibilities

Governors

As part of our whole-school approach to maintaining high attendance, the governing body will:

- Recognising the importance of school attendance and promoting it through school's policies and procedures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Evaluate our effectiveness regarding attendance by regularly reviewing attendance data, discussing, and challenging trends, and helping school leaders focus improvement efforts on the individual students or cohorts who require it most.
- Ensure that the School is effectively recording attendance and organising that data, including for children who are educated off-site.
- Ensure that senior leaders make the necessary referrals to the Local Authority and other relevant agencies in individual cases of non-attendance.

Head

The Head is responsible for:

- Ensuring that effective systems are in place to accurately reflect individual student, group, and whole school attendance and punctuality patterns.
- Providing Governors with information to enable them to evaluate the success of this Policy and practice.
- The day-to-day implementation and management of the school Attendance Policy and procedures.
- Having effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance.
- Ensuring that all staff, including teachers, support staff and volunteers, understand their responsibilities for following the Attendance Policy, modelling good attendance behaviour, and ensuring students follow the Policy in addition to ensuring that it is implemented fairly and consistently.
- Making parents and carers aware of the school Attendance Policy and procedures by making them available on the school website, on request from the school office, or through an attendance leaflet for parents.

Senior Leadership Team (SLT)

Our SLT are responsible for:

- Setting a clear vision for improving and maintaining attendance.
- Establishing and maintaining effective systems for addressing absence, making sure they are followed by all staff, and using absence data to focus the collective efforts of the school
- Monitoring and evaluating the progress of individual student, group and whole school attendance and punctuality, and ensuring useful data is reported to the Head regularly.
- Engage with parents, carers or external agencies regarding concerns about a student's attendance.
- Arranging meetings with parents or carers to discuss support and set targets for those experiencing attendance difficulties. These will involve the student where they are deemed able to participate in such planning.
- Monitoring attendance data thoroughly and ensuring that it is passed on to the Head and Governors regularly.
- Coordinating daily punctuality checks with late students.
- Processing all legal documentation regarding attendance monitoring.
- Determining whether an absence is authorised or unauthorised.

Teachers and Support staff

Reflecting on a whole school approach to improving attendance, teaching and relevant support staff will:

- Provide an accurate record of the attendance of each student in their class. On each occasion they must record whether every student is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.
- Respond promptly to any concern raised in relation to registration.
 - Teachers will assess and arrange for catch up work required due to absence, where appropriate.

- Record the reasons for absence given to them on the appropriate record.
- Raise any attendance or punctuality concerns, in a timely way.

Recording students arriving late or leaving early on a daily basis.

- Monitoring and tracking attendance patterns for all students and preparing relevant attendance reports when necessary, using SIMS with the correct code used.
- Contacting any parent who has not told us why their child is absent on the first day of their absence.

Parents

The School expects parents' and carers' responsibilities to include:

- Making sure their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have (under Section 7 of the Education Act 1996)
- Ensuring their child attends school every day once enrolled unless there is a genuine reason for absence.
- Ensuring their child is not late for school.
- Contacting school by telephone, in person, by text, [email](#) or written note **before 8.45am on the first day of absence** and regularly if it is ongoing.
- Providing us with accurate and up to date contact details (including a minimum of 2 emergency contacts) and updating us as soon as possible if those details change.
- Trying to make health, doctor, dentist, hospital etc. appointments outside of school hours where possible or at the very beginning or end of the school day so that their child can attend as much of the school day as possible to minimise the amount of learning missed. Students should be absent from school only for as long as it takes to attend their appointment and they should not be absent for entire whole or half days unnecessarily.
- Telling a member of school staff about something that may affect their child's school attendance.
- Avoiding taking their child out of school for non-urgent matters.

Students

The School expects that our students will:

- Attend school every day and aim to achieve 100% school attendance.
- Arrive on time and be appropriately prepared for the day.
- Where age and stage appropriate, promptly tell their teacher, or another suitable member of staff, about any problems that may affect their school attendance.

Impact of absence

- Missing school days affects your children's progress. If attendance falls towards 90% it is likely to reflect significantly on a child's progress and their attainment could fall by a whole attainment grade.

- It should be noted that the first and last day of each term are very important. On the first day children are settling in, picking up friendships and receiving induction information that helps them feel more settled in school and less anxious. On the last day of term, we celebrate achievement and effort. Positive feedback is important for children and, whether or not your child is receiving a prize on a particular day, they experience the sense of importance given to students' effort and achievement which is highly formative.
- If your child's attendance starts to cause concern, we will contact you to discuss the reasons with you and to offer any support we can to ensure your child can get back on track.

Registration Procedure:

The taking and keeping of the register is a legal requirement and the register is a legal document. The registration code should be entered and saved on SIMS by the member of staff completing the register. We will preserve every entry in the attendance or admission register for six years from the date of entry.

Students are registered at the beginning of the school day between 8:30 and 8:45, and in the afternoon, at 13:30. Registration for after school activities also takes place after lessons are completed.

Where a student is absent for unknown reasons, an 'N' mark will be entered in the register, which can be altered later to reflect the appropriate code. In the event of an unaccounted for absence, School will endeavour to establish the circumstances.

Lateness

Lateness to school can affect a child's wellbeing and their education by disrupting their routines and learning opportunities. It can also be disruptive for teaching staff and the rest of the class as latecomers arrive.

If a student arrives after 8:30 they are late for school. The student should sign in at reception and then proceed to reception, their tutor room or their lesson, depending on the day of the week and the time of day.

Persistent Lateness

Occasionally It is to be expected that a student will be late with a genuine reason. We are concerned when late arrivals become often and/or regular (persistent), especially if the reasons given seem repetitive and avoidable.

We will monitor lateness regularly and seek to help the student to return to starting the school day at the normal time by:

- The tutor will speak to the student about the reasons for lateness and try to formulate an initial plan.

- If lateness continues, the Tutor will contact parents or carers informally for a discussion about avoiding persistent lateness.
- If lateness continues, the Tutor write a formal letter to parents or carers about improving punctuality.
- If lateness persists then parents or carers will be invited to a formal meeting with the Head of Section/Deputy Head.

Leaving school during school hours

- If a student has permission to leave school, with a parent, during school hours, they (or if appropriate their parent or guardian) must go to the School Office and notify the office staff that they are leaving.
- The School Office staff will record the child's name, date, time of departure and reason for leaving.
- If students are accompanied on a school trip by a member of staff during school hours, it is the responsibility of the member of staff to notify the School Office staff that they are leaving.

Returning to school during school hours

- If a student, who has been marked absent in the register, returns to school during the school day but outside a registration period, they (or if appropriate their parent) must go to the school office and notify the office staff of their return.
- The School Office staff will record, in the book, the time of return.
- If students return from a school trip during school hours but outside a registration period, it is the responsibility of the member of staff to notify the School Office staff that they have returned.

Illness

Please refer to the School First Aid Policy. Where prolonged absence is noted, consultation will be made with the School medical staff as to evidencing this absence.

If a student is ill or unable to attend school for any other reason and the school has not been previously notified, parents should telephone or email the school office by 8.45am at the latest. If telephoning early, before the office is staffed, parents may leave a message on the answerphone.

Parents should not rely on an e-mail to a form teacher of unplanned absence as teachers may not be able to check emails during registration periods. All emails should be sent to [Pupil absence reporting](#), so that the absence can be appropriately recorded as soon as possible.

If a student is ill for more than one day, parents should contact school each morning to confirm the student will be absent for that day.

Medical or Dental Appointments

Missing registration for a health-related, medical, dental, therapy, hospital etc. appointment is an authorised absence and will be marked with an 'M' code.

Where possible, advanced notice to school is preferable for these absences, although it is noted that this is not always possible.

We encourage parents to make medical and dental appointments outside of school hours where possible. Where this is not possible, the students should be out of school for the minimum amount of time necessary.

The School retains an appointment during the school day for boarding students with the School's registered practice.

Impact of absence

Missing school days affects your children's progress. If attendance falls towards ' it is likely to reflect significantly on a child's progress and their attainment could fall by a whole attainment grade.

It should be noted that the first and last day of each term are very important. On the first day children are settling in, picking up friendships and receiving induction information that helps them feel more settled in school and less anxious. On the last day of term, we always celebrate achievement and effort. Positive feedback is important for children and, whether or not your child is receiving a prize on a particular day, they experience the sense of importance given to students' effort and achievement which is highly formative.

If your child's attendance starts to cause concern, we will contact you to discuss the reasons with you and to offer any support we can to ensure your child can get back on track.

Updating the School Roll

We must notify our local authority when we are about to remove a student name from our School Admission Register under any of the 15 grounds listed in the [Children Missing in Education Regulations 2016 annex A](#).

We must also notify our local authority within 5 days of adding a pupil's name to our Admissions Register. This includes information held about the students on the admissions register.

If a student leaves our school and their destination is not known to us then we must complete CME1 form and forward it to our LA Child Missing Education (CME) officer as soon as possible a pupil is excluded, then the Exclusions Officer for the local authority should be informed. See Appendix 3 for CME flow chart.

We must enter students on our SIMS Admission Register before or at the beginning of the first day on which we agreed or were notified by a person with authorised responsibility for that student, that the student will attend our school. If a student fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the student's

whereabouts and consider notifying our Local Authority about a potential child missing education at the earliest opportunity.

Children missing education

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.

Effective information sharing between parents and carers, schools, local authorities, and other safeguarding children's partners is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Parents and carers are encouraged to inform School of any changes, whenever they occur in order that education is maintained.

Our attendance monitoring procedures allow us to quickly identify pupils at risk of missing vital education so that we can take prompt action to address issues, lower a child's risks, and improve their outcomes.

If a Student may be missing education.

This school understands that we have a duty of care to ensure we have conducted 'reasonable enquires' to locate a child missing education before it is reported to the Local Authority CME officers.

Where a pupil leaves without advance notice or their destination is unknown, we will:

- Check possible whereabouts with staff.
- Contact parents using their last known telephone number, email address, app accounts or other reasonable route.
- Contact any other emergency contacts held for the pupil.
- Make a home visit to the last known address where this is possible.
- Check with neighbours and any known friends.
- Contact any agencies known to be involved.
- If the pupil is statemented or has SEND check with SEND services.
- If the pupil or family is known to Children's Services inform their named social worker in accordance with the child's plan and previously agreed arrangements.
- Ask the pupil's friends and their parents if they are aware of the pupil's whereabouts.
- Check any social media sites e.g. Facebook.

If the pupil's whereabouts is still not known, the school will complete a CME1 referral and email it securely to the CME officer. This will enable the LA to make further enquires, as appropriate, to try and locate the pupil. The school will await advice and guidance from the CME officer. This referral will be recorded on My Concern.

Leave of absence during term time

The law does not grant parents an automatic right to take their child out of school during term time and parents or carers must apply to school for a leave of absence.

The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time in 'specific circumstances' and in 'exceptional circumstances'. We are required to consider each application individually taking account of the specific facts and circumstances, and relevant background context behind the request.

Parents and carers with whom the student normally lives must complete a 'Leave of Absence' form in advance outlining in writing the exceptional circumstances for the request. A paper copy of the form can be obtained from reception. The form must be returned to school as soon as possible for a decision to be made (except for a bereavement or other serious family emergency).

'Specific circumstances' include:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent with whom the pupil normally lives
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable).

We define 'exceptional circumstances' as an event or problem which a parent or carer cannot control or did not expect.

No holidays taken during term time will be authorised unless an exceptional circumstance *also* applies. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Valid reasons for applying exceptional circumstances and allowing an authorised absence *may* include:

- Being too unwell or infectious to be in school, medical or dental appointments, or an absence from school recommended by a health professional as part of a parent or child's rehabilitation from physical or mental ill-health or injury.
- The school site, or part of it is closed due to an unavoidable cause when it should be open.
- Transport provided by the school is not available and the student's home is not within safe walking distance (2 miles measured by the nearest available safe route for a child aged 7 and under and 3 miles for children aged 8 and over).
- A local or national emergency has resulted in widespread disruption to travel or daily activities which has prevented the student from attending school.

- Service personnel close to the family returning from a tour of duty abroad where it is evidenced the individual will not be able to take leave in the near future that coincides with school holidays.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Students travelling with their parents/carers 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.
- Bereavement or unexpected and serious personal or family problems.
- To attend the wedding of a person close to the family – up to 1 day.

Evidence may be required in each case to support any application for leave.

As well as the specific and exceptional circumstances described above, there are certain educational activities where a leave of absence may be granted by the school, for example:

- To attend an offsite approved educational activity.
- To attend another school at which the student is registered (dual-registration).
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.
- To participate in an approved sporting activity.
- To attend an educational visit or trip arranged by the school.
- To attend work experience.

If a leave of absence is granted, it is for the Head teacher to determine the length of time the student can be away from school, and they may not authorise the whole period requested. If a student does not return to school on the day after their authorised leave of absence ends, their attendance will be recorded as an unauthorised absence.

All unauthorised absences, including holidays that have not been sanctioned by the Head teacher, are cumulative (they are added together with all past periods of absence or persistent lateness at this school).

Appendix 1

- The [Education Act 1996](#)
- The [Education Act 2002](#)
- The [Equality Act 2010](#) and the [Human Rights Act 1998](#) (HRA) which sets out the fundamental right and freedoms that everyone is entitled to, and the [UN Convention on the rights of the child](#)
- [The Anti-social Behaviour Act 2003](#)
- The [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)
- Statutory guidance on [School behaviour and attendance: parental responsibility measures](#)
- Statutory guidance [Keeping children safe in education](#)
- Statutory guidance [Working together to improve school attendance](#)
- [Statutory guidance Arranging education for children who cannot attend school because of health needs](#)
- Non-statutory guidance [Behaviour in schools: advice for Head teachers and school staff](#)
- Non statutory guidance [Supporting pupils at school with medical conditions](#)

This Policy and procedures should be read alongside other school Policies and procedures as follows:

- [Windermere Safeguarding policy](#)
- [Behaviour Management policy](#)
- [First Aid Policy](#)
- [Equal Opportunities Policy](#)

Appendix 2

Table 1: National School Attendance Codes

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every student (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a student who is a boarder).

Code	Definition	Scenario (present mark)
/	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. If a pupil is recorded 'N' but arrives later in the session, the attendance register must be amended to record them as absent using code 'U' or another appropriate code.
B	Approved educational activity	Attendance at any other approved educational activity arranged by the school e.g. Alternative provision not arranged through the approved framework (See 'K' below); transition/taster days at other schools; course at college. Record nature. Education provider to notify the school of any absence which must be recorded with the relevant code. Pupils who are absent from school but receiving remote education still need to be recorded as absent using the relevant absence code.
K	Education provision arranged by the LA	Attending education provision arranged by the LA e.g. home tutoring; approved framework for alternative provision; course at college; blended learning. Not provision arranged by the school where codes 'P' or 'B' must be used. Record nature. Education provider to notify the school of any absence which must be recorded with the relevant code.
D	Dual registered	Pupil is attending a session at another setting where they are also registered e.g. PRU; hospital education; education at a secure/residential site; off-site direction/managed move. This code may be used by either setting. All unexpected and unexplained absences must be promptly followed up by school.
P	Sporting activity	Pupil is participating in a physically supervised sporting activity approved by school. Record nature. Provider to notify the school of any absence which must be recorded with the relevant code.

V	Educational trip or visit/off-site educational activity	Pupil is at a school staff supervised off-site educational activity or on an educational visit/trip organised, or approved, by school. Record nature. Relevant code must be used if the pupil does not attend the activity.
Q	Unable to attend	Pupil unable to attend because of a lack of access arrangements i.e. a failure by the LA to make travel arrangements for the pupil to which the pupil was entitled.
W	Work experience	Pupil is on an approved work experience placement provided by the school or LA. Provider to notify the school of any absence which must be recorded with the relevant code.
Authorised absence		
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. Schools are expected to act reasonably and grant a sufficient period of leave from schools for pregnant pupils. A leave of absence is granted entirely at the school's discretion. Generally a holiday or other absence for leisure and recreation would not constitute an exceptional circumstance.
C1	As above.	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad under a licence or exemption.
C2	As above.	Leave of absence for a compulsory school age pupil subject to a temporary or permanent part-time timetable.
E	Suspended or Permanently excluded	Pupil has been suspended or permanently excluded on disciplinary grounds but their name is still entered in the admission register and no alternative provision has been made. Alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion.
J1	Interview	Pupil is attending an interview for employment or for admission to another educational institution
I	Illness (not medical or dental appointment)	School has been notified that a pupil will be absent due to illness (both physical and mental health related). Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.
M	Medical/dental appointment	Pupil is at a medical or dental appointment. Application for leave must be made in advance by parent or pupils over compulsory school age. If a pupil is present at registration but then leaves the school to attend an

		approved medical or dental appointment during the session, no absence needs be recorded for that session.
R	Religious observance	Pupil is taking part in a day or part day exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). If a religious body sets apart a single day and the parent applies for more than one day, only one day should be recorded using this code, any other additional dates should be recorded using the relevant code 'C'.
S	Study leave	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.
T	Parent travelling for occupational purposes accompanied by the pupil (mobile child)	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business which requires them to travel from place to place. For a child aged 6 or over, the parent must prove that the child has attended school for at least 200 sessions in the preceding 12 months.
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday or term-time leave that was not granted or approved by school or in excess of the period authorised by the school. The school cannot grant leave of absence retrospectively.
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended with the correct absence code as soon as the reason emerges, but no more than 5 school days after the session or replaced with code O if no reason for absence is established within 5 school days).
O	Absent in other or unknown circumstances	School is not satisfied with reason for pupil's absence or are not made aware of the reason for absence within 5 school days.
U	Arrival after registration	Pupil arrived at school after the register closed.
X	Not required to be in school	Pupil of non-compulsory school age who is not required to attend school. If the pupil is absent when timetabled to attend school, the absence must be recorded using the relevant absence code.
Y	Unable to attend due to exceptional circumstances	Unable to attend school because of unavoidable cause or exceptional reasons. 'Y' codes are broken down below.

Y1	Not expected to attend	Unable to attend due to transport normally provided not being available and school is not within walking distance of their home (normal walking distance rules apply).
Y2	As above.	Unable to attend due to widespread (local, national or international emergency) disruption to travel.
Y3	As above.	Unable to attend due to part of the school premises being closed and pupil cannot practicably be accommodated in other open areas of the school.
Y4	As above.	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating. Not to be used for planned closure e.g. weekends or holidays.
Y5	As above.	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	As above.	Unable to attend in accordance with public health guidance or law. Travel to or attendance would be contrary to, or prohibited by, any guidance relating to the incidence or transmission of infection or disease which says they should not attend.
Y7	As above.	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending, bail conditions prevent attendance or the pupil is legally required to attend Court. The unavoidable cause must be something that affects the pupil, not the parent. The nature of the unavoidable cause must be recorded.
Z	Pupil on admission register (does not attend)	Register set up but pupil has not yet joined the school. This code is not collected for statistical purposes.
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day/use of the whole school as a polling station. Not collected for statistical purposes.