



Attendance Policy

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Explore Connect Belong Thrive

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Section 1: Policy

Policy Aim

This policy aims to support students to improve attendance to ensure continuity of their education as well as their safety on days when they are allocated to attend our provision.

Responsibilities

Promoting excellent attendance is the responsibility of all staff within EVOLVE, referring schools/local authorities, students and parents/carers.

EVOLVE will:

- make attendance and punctuality a priority for all students through our workshop content, conversations and mentoring sessions
- strive to provide a welcoming, caring environment, where each member of the provision community feels wanted and secure
- work with students, their parents/carers and referring school/LA to ensure each student attends the provision regularly and punctually
- provide support, advice and guidance to parents/carers and students to support improved attendance and punctuality
- recognise the needs of the student when planning reintegration following significant periods of absence
- establish an effective system of incentives and rewards which acknowledges good attendance and punctuality
- ensure the daily attendance of each student is reported to their referring school/LA by 10.20am each day*
- ensure the parent/carer is contacted if their child has not arrived by 10.20am to obtain an update to pass to referring school/LA

*different arrangements might be made with staff who attend with students (they directly report to their school)

Parents/Carers are responsible for:

- ensuring that their child attends the provision on their allocated days and is punctual
- notify the provision as soon as possible if their child is unable to attend the provision, providing a valid reason for absence and/or their child is going to be late and the reasons for their lateness
- arrange medical or dental appointments out of provision hours where possible
- inform the provision in advance of any known absences
- attend meetings to discuss their child's attendance and/or punctuality as appropriate
- work in partnership with the provision to improve the attendance and punctuality of their child

Referring School/LA will:

- Support EVOLVE with improving attendance by chairing meetings about attendance, reminding parents/carers and students of the importance of improved attendance
- Invite EVOLVE to meetings to discuss attendance
- Update EVOLVE on students attendance (if they attend school or other provision on Tuesday or Thursday)

Students should be encouraged and support to:

- arriving at the provision between 9.30am – 10am
- attending all sessions/activities at the provision on their allocated days

Section 2: Student goes missing

Missing Student

In the event that a student is discovered to be missing whilst traveling to EVOLVE:

The following procedure should be followed by staff:

- The Head of Centre must confirm with the parent/carer that their child has not been contacted and ask the last time they were seen
- If time allows, the Head of Centre will support the parent/carer to call all known friends of family members they could potentially be with
- Advise the parent/carer to contact the police
- Head of Centre to contact the referring school/LA and keep them up to date

In the event that a student is discovered to be missing on site:

The following procedure should be followed by staff:

- The Head of Centre is notified immediately who will instruct a search of all building and the immediate surrounding area
- Staff will speak to students to identify possible locations for the missing student or for any contact made with other students
- If the student is not located within 10 minutes, contact is to be made with the referring school/LA, parents/carers and the local police providing a clear description of the student including what they are wearing
- If appropriate, a member of staff may search the locality. If they find the student, they must keep the student within their sight but they do not chase the student as they may pose as a flight risk and alert the Head of Centre immediately

In the event that a student is discovered to be missing during an off-site visit

The same procedure for students missing on site should be followed by staff. However, a member of staff can only leave to conduct a search if appropriate staff/student ratio allow them to do so.

Following an incident whereby a student is discovered to be missing either on site or during an off-site visit

The following is to be completed by staff:

- Record the details of the incident including the student involved and the outcome. (Describe the systems and documentation which are used by the provision and the referring school(s).
- Arrange a strategy meeting with the referring school and parents/carers to review the individual risk assessment for the student involved.
- Review the procedures put in place to safeguard the student every half term to ensure appropriate control measures are in place and all staff are fully informed.

Section 3: Attendance Monitoring

Electronic Register

- Students will be marked on an electronic register to monitor their attendance
- This data is added to half term reporting – their attendance percentage is added

Paper Register

- A paper register is completed with the time the students enters and the building and the time they leave.

Emailing school attendance updates

Reporting attendance – for students who are present

- Schools will be emailed by 10.20am with an update
- If the student is late, a reason will be stated if one has been given by the student or parent/carer.

Reporting attendance – student not arrived yet

- School will be emailed by 10.20am explain actions taken to find out where the student is
- Follow up email will be sent to keep the referring school/LA updated

Reporting attendance – student absent

- School will be emailed with the reasons the parent/carer gave for the students absence
- Some absence emails might be a follow up from ‘not here yet’ emails. An explanation will be given for the reason the student won’t be present.

DFE ABSENCE AND SCHOOL ATTENDANCE CODES

Contents of the attendance register

All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Regulation 10 sets out the contents of the attendance register. The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing.

Schools cannot delete a pupil's name from the attendance register unless they have a reason (as set out in regulation 9) to delete the pupil's name from the admission register; the pupil's name must be deleted from both registers at the same time.

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. Usually, a substantial break such as a lunchbreak separates one session from the next. Lessons that take place after the lunchtime break will therefore be a different session from the ones before the break.

/	Present at school (am)	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.
\	Present at school (pm)	
B Present	Any other approved educational activity	<p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature;

		<ul style="list-style-type: none"> • the school has approved the pupil’s attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved. <p>Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> • attending taster days at other schools; • attending courses at college; • attending unregistered alternative provision arranged by the school. <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil’s absence using the relevant absence code.</p> <p>As set out in the DfE’s guidance on ‘Providing remote education’. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil’s engagement with remote education, but this is not formally tracked in the attendance register.</p>
<p>C Authorised absence</p>	<p>Exceptional circumstance</p>	<p>All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.</p> <p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school’s discretion.</p>

		<p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.</p> <p>Pregnant pupils Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school’s discretion how much leave to grant.</p>
<p>C1 Authorised absence</p>	<p>Participating in a regulated performance or undertaking regulated employment abroad</p>	<p>All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):</p> <ul style="list-style-type: none"> • Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963. • Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State. • Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933. <p>Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil’s education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or</p>

		<p>licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.</p>
<p>C2 Authorised absence</p>	<p>Compulsory school age pupil subject to a part-time timetable</p>	<p>All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 65 –70.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</p> <p>Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>
<p>D Not counted as a possible attendance</p>	<p>Dual registered at another school</p>	<p>The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p> <p>The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</p>
<p>E Authorised absence</p>	<p>Suspended or permanently excluded</p>	<p>The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their</p>

		<p>education.</p> <p>When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).</p>
G Unauthorised absence	Holiday not granted by the school	<p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p>
I Authorised absence	Illness (not medical or dental appointment)	<p>The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p> <p>Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent’s notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.</p> <p>Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.</p>

<p>J Present</p>	<p>At an interview with prospective employers, or another educational establishment</p>	<p>Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school.</p> <p>This must take place during the session for which it is recorded.</p>
<p>J1 Authorised absence</p>	<p>Attending an interview for employment or for admission to another educational institution</p>	<p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.</p> <p>This interview must take place during the session for which it is recorded.</p>
<p>K Present</p>	<p>Education provision arranged by the local authority</p>	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>Schools must also record the nature of the provision (regulation 10(5), examples are:</p> <ul style="list-style-type: none"> • attending courses at college; • attending unregistered alternative provision such as, home tutoring. <p>Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
<p>L Present</p>	<p>Late arrival before the register is closed</p>	<p>The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is marked N but arrives later in the</p>

		session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate.
M Authorised absence	Medical or dental appointment	<p>Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave. 323. Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.</p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p>
N Unauthorised absence	Reason for absence not yet established	<p>Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>
O Unauthorised absence	Other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
P	Participating in a sporting	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity

<p>Present</p>	<p>activity</p>	<p>must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil’s attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved. <p>If schools have concerns about the appropriateness of an activity, they can seek advice from the sports’ national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil’s general education into account.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil’s absence using the relevant absence code.</p>
<p>Q Not counted as a possible attendance</p>	<p>Lack of access arrangements</p>	<p>Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:</p> <ul style="list-style-type: none"> • the local authority has a duty to arrange the pupil’s home to school travel and has not; or • the pupil is registered at a private school that is beyond walking distance from the pupil’s home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or • the pupil lives in Wales and a Welsh local authority has a duty to provide home to school travel and has not.

<p>R Authorised absence</p>	<p>Religious observance</p>	<p>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p> <p>As a general rule, ‘a day exclusively set apart for religious observance’ is a day when the pupil’s parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent’s religious body about whether it has set the day apart for religious observance.</p> <p>If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school’s discretion as set out under Code C.</p> <p>Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil’s attendance and attainment by considering approaches such as:</p> <ul style="list-style-type: none"> • Setting term dates around days for religious observance; • Working with local faith groups to develop guidance on absence for religious observance; • Taking INSET days that coincide with religious observance days; and • Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.
<p>S Authorised absence</p>	<p>Studying for a public examination</p>	<p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p> <p>Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.</p>

<p style="text-align: center;">T Authorised absence</p>	<p>Parent travelling for occupational purpose</p>	<p>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 of such a nature as to require them to travel from place to place.</p> <p>Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.</p> <p>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</p> <p>Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.</p> <p>Defence in the law Parents can in some circumstances, present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200, they should do so.</p>
<p style="text-align: center;">U Unauthorised absence</p>	<p>Arrived in school after registration closed</p>	<p>Where a pupil has arrived late after the register has closed but before the end of session.</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.</p>

V Present	Educational visit or trip	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.</p> <p>If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</p>
W Present	Work experience	<p>The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
X Not counted as a	Non-compulsory school age pupil not required to	Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

<p>possible attendance</p>	<p>attend school</p>	<p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.</p> <p>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p> <p>Under compulsory school age In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.</p> <p>Over compulsory school age Where a sixth form pupil's timetable does not require them to be on site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give leave of absence. The times and dates when the pupil is expected to attend the school must be agreed with the parent with whom the pupil normally lives with or the pupil.</p>
<p>Y Not counted as a possible attendance</p>	<p>Unable to attend due to exceptional circumstance</p>	<p>Where a pupil is unable to attend school because:</p> <ul style="list-style-type: none"> • the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or • the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or • a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. <p>Schools must also record the nature of the circumstances in which a pupil is unable to attend school</p> <p>Walking distance In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.</p> <p>Pupil in custody</p>

		Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.
Y1 Not counted as a possible attendance	Transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2 Not counted as a possible attendance	Widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3 Not counted as a possible attendance	Part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4 Not counted as a possible attendance	Whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays.
Y5 Not counted as a possible attendance	Pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p> <p>Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody</p>

		and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.
Y6 Not counted as a possible attendance	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Meaning, the pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7 Not counted as a possible attendance	Unable to attend any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)), examples are: <ul style="list-style-type: none"> • Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated) • Court attendance (where the pupil is legally required to attend Court)
Z Not counted as a possible attendance	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent

		<p>(or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority co-ordinate in-year applications for school places. 404. Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.</p> <p>If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>
<p># Not counted as a possible attendance</p>	<p>Planned whole school closure</p>	<p>Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station