



# ABINGDON

## Attendance & Registration Policy

### **1. Introduction and Statutory Framework**

- 1.1 For pupils to benefit fully from the educational opportunities provided by the School, they should aim to have high levels of attendance and punctuality. Ineffective registration or poor follow-up procedures can increase the risks of truancy and educational under-performance and can also negatively affect personal and social development. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are vitally important and must be regarded as such by pupils, parents and staff.
- 1.2 This policy should be read in conjunction with the [Safeguarding Policy](#), the [Behaviour, Rewards and Sanctions Policy](#), the [Mental Health and Emotional Wellbeing Policy](#),
- 1.3 The legal framework governing school attendance is summarised in [Working Together to Improve School Attendance](#) (2024), published by the Department for Education (DfE). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice where applicable published by Oxfordshire County Council and the Education Safeguarding Advisory Team regarding school attendance.


### **2. Aims**

- 2.1 This policy aims to provide a clear, consistent and cohesive framework that conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:
  - Procedures and lines of responsibility within the School are clear with regards to:
    - o Attendance and Registration;
    - o Authorisation for absence and lateness;
    - o How sanctions are used to reinforce expectations of attendance and punctuality;
    - o How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School;
  - Staff, parents and pupils are aware of, understand and can readily comply with

statutory regulations and School rules governing attendance;

- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality and enable action to be taken quickly to identify and reduce absence, including persistent absence.
- The School fulfills its responsibility to notify the local authority when pupils register or deregister outside standard transition times.

### **3. Responsibilities of Parents**

- 3.1 Parents with a child of compulsory school age have a legal duty to make sure that their child receives a full-time education suitable to their age, aptitude and abilities. Compulsory school age lasts from the term after a child's fifth birthday up to the last Friday in the month of June in the academic year of their sixteenth birthday. Since September 2015 all children have been required to continue in education or training until their eighteenth birthday.
- 3.2 Parents are responsible for informing the school on any occasion when their child is unable to attend School due to illness, a medical appointment or pre-agreed work experience, providing the reason for non-attendance. This should be done by emailing their child's tutor as far as possible in advance and by the very latest by 8am on the morning of the absence, copying [attendance@abingdon.org.uk](mailto:attendance@abingdon.org.uk) to the email.
- 3.3 For those children who require an extended period of leave (more than two weeks) for medical reasons, the School's guidance on this should be followed.  
 [Guidance on extended pupil absences](#)
- 3.4 Parents wishing to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School, if the absence is no longer than one day, by writing to their Head of House or for longer absences, by writing to the Head's Office at least a week in advance of the proposed date(s) of absence.
- 3.5 Parents are committing an offence if they fail to ensure their child's regular attendance at school.
- 3.6 Where parents need support to prevent their child from truanting or habitually arriving late, parents should contact the Heads of House in the first instance.
- 3.7 Where parents fail to ensure regular attendance and do not engage with support services, it will usually be necessary for the School to contact the Local Authority and a parenting order may be requested by the Local Authority.
- 3.8 If parents/guardians are to be away from home overnight during term, they are required in the contract with the school to inform us of the name and contact number for a temporary guardian. This information should be provided to the Head of House.

### **4. Responsibilities of Pupils**

- 4.1. Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration each day during term time. Pupils should arrive at all lessons and registration periods promptly. The school day and lesson/period timings

are detailed on the School's [website](#).

- 4.2 Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the School without permission constitute breaches of the School's Pupil Behaviour Policy (Code of Conduct) and may lead to formal disciplinary action being taken.
- 4.3 Pupils leaving the main school site during the School Day should follow the following procedures:
  - Always sign out/in for medical and other appointments
  - Sixth Form can go into town during lunch and period 8 without prior permission being required
  - School Prefects have permission to go to town during study periods
- 4.4 Sixth formers are expected to register in accordance with this policy and should not miss registration periods. The exception is when they do not have a lesson in Period 7.

## **5. Responsibilities of the School**

- 5.1 The School has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once in the afternoon session. Every entry in the School Register must be preserved for a period of at least six years after the date on which the entry was made. The register must be kept from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the School must establish the reason for the absence and mark the attendance register accordingly.
- 5.2 The School must notify the local authority within five days of adding any pupil's name to the register where that pupil is added to the register at the start of any year other than the first year and lower sixth. The School must provide the local authority with all the information held within the admission register about the pupil.
- 5.3 Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register:
  - The full name of the parent with whom the pupil will live
  - The new address
  - The date from when it is expected the pupil will live at this address.
- 5.4 Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school must record in the admission register:
  - The name of the other school
  - The date of when the pupil first attended, or is due to start attending, that school.
- 5.5 The School is also required to inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a period of 10 days or more or for a cumulative period of 15 days or more over an academic year.
- 5.6 The School will also inform the relevant authority, as appropriate, immediately if:

- A single absence raises child protection concerns (see section 3.8 of the [Safeguarding Policy](#));
- A pupil has ten days of unauthorised absence (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register under any of the grounds prescribed in regulation 8 of the Education (Pupil registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

5.7 The school will promote good attendance through a variety of means including, but not limited to:

- Having a dedicated Senior Attendance Champion who is also on the Leadership Team.
- Sharing this policy with parents and offering an opportunity for parents to share their views on the policy and any proposed amendments to it
- Providing opportunities for staff to convey to parents the benefits educationally and in terms of wellbeing to pupils in having consistently good attendance. This may be in the form of start of year meetings, written communications or more personalised meetings if needed
- Reporting attendance to parents on a termly basis

5.8 It is understood that certain pupils may have specific needs which may impact their attendance which may include (but not be limited to) mental or physical ill health, special educational needs and/or disability. This policy will be applied fairly and sensitively with the school considering the individual needs of pupils and their families who have specific barriers to attendance. The school will consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

## **6. Registration Procedures**

### **6.1 General**

The tutors of pupils have primary responsibility for registering their tutees in the morning. Tutors will take the attendance register at the start of each school day during the Morning Registration Period (MRP).

A second attendance register will be taken, during the Afternoon Registration Period (ARP).

A golden rule is that teachers should not alter marks in the register that have been pre-coded. For example, the Attendance Secretary may have been told about an expected lateness or absence and recorded that already in the register. Teachers should only enter codes where no code has so far been entered and they should only enter one of "Yes", "No" or "Late" in iSAMS. They should not use any of the drop down menus that give reasons for absence or presence.

### **6.2 Morning Registration Period (MRP)**

Morning registration period begins at 8.35am and runs to 8.55am.

If the pupil is present whilst the register is being taken at the beginning of this 20 minute window,, they will be marked in the teacher register on iSAMS as “Yes”.

c.8.40am to 8.55am:

Pupils arriving after the initial register has been taken, but before the end of the registration window will be marked as “Late”.

8.55am onwards:

If a pupil arrives after 8.55am, they should report to the Attendance Office and they will be marked as ‘U’ which means that they arrived in School after registration closed. The only exception to this is if a bus arrives late when pupils will register on arrival at Faringdon Lodge. Legitimate reasons for lateness (such medical appointments) or absence (such as illness) should be forwarded to the Attendance Secretary.

### 6.3 Afternoon Registration Period (ARP)

Afternoon registration period begins as the bell goes in Period 7 for all days except Wednesday (Tutor Period on a Wednesday for Middle and Upper School, Period 5 on a Wednesday for Lower School) and remains open for 20 minutes.

If the pupil is present as the register is being completed, they will be marked in the register on iSAMS as “Yes”. If they have not arrived by then but arrive within 20 minutes of the beginning of the lesson they will be marked as “Late”. Any remaining pupils still not in the room should be marked as “No” in the iSAMS teacher register, unless there is some pre-coding in the register.

If they arrive during the lesson but after registration has closed (20 minutes into the lesson), the teacher should leave them as a “No” in iSAMS and they will be marked by the Attendance Secretary as having arrived after the register closed (U).

A bell will ring 5 minutes after the start of the ARP to signify the movement from “Present” to “Late”. Teachers should not use the drop down menus in iSAMS to enter codes such as a “U” - leave that to the Attendance Secretary.

Persistent late arrivals will be dealt with under the Pupil Behaviour Policy (Code of Conduct).

### 6.4 Lesson registration

In addition to the two statutory registration periods, pupils are registered by their subject teachers in all other periods. For all other lessons, teachers must register pupils in iSAMS as **Yes, Late** or **No**.

## 7. Procedures for Absences and Lates

### 7.1 Tutors’ responsibilities

7.1.1 For any category of absence or reason for lateness that a tutor may have been made aware of, the tutor must forward any communications (such as parental correspondence) to [attendance@abingdon.org.uk](mailto:attendance@abingdon.org.uk) and copy in the Head of House. The Attendance Secretary will then identify and enter the appropriate code in liaison with the Deputy Head Pastoral. Tutors should not enter any of this type of coding themselves.

7.1.3 NB Tutors **must not** approve or authorise a leave of absence. Such leave must be agreed between the Head of House, the Head and the parents in advance.

7.1.4 Tutors should regularly remind parents to advise them and the Attendance Secretary, in advance, if their child is going to be absent or late. Early communication between

parents and Tutors leads to better, more efficient record-keeping.

- 7.1.5 If Tutors are not convinced about an explanation of illness provided to excuse absence they should discuss it with the relevant Head of House, who may request that parents provide medical evidence to confirm the illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

## **8. Approved Absence**

- 8.1 Parents seeking to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to their Head of House at least a week in advance of the proposed date(s) of absence. The Head of Sixth Form can grant a leave of absence for a driving test. If the Head of House is uncertain as to whether the reasons for absence are legitimate and reasonable, then they will consult with the Deputy Head Pastoral before approval is given to ensure consistency. The Attendance Secretary, in consultation with the Deputy Head Pastoral and, if for a period longer than one day, the Head, will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.
- 8.2 The Head of House will confirm the granting of leave by emailing the tutor and parents. The leave will then be placed on iSAMS by the Attendance Secretary.
- 8.3 When a pupil leaves school, he must sign out at the DHP's office. Pupils returning from a period of absence should sign back in at the DHP's office immediately on arrival.
- 8.4 The School will not generally authorise term time holidays and leave of this nature will be marked as unauthorised absence unless exceptional circumstances apply.

## **9. Procedures for Lateness or Failure to Register**

Pupils will be marked as late as defined in sections 6.2 and 6.3 and for each lesson.

### **9.1 Sanctions for lateness and failure to register**

Any pupil who arrives persistently late will be given a verbal warning, parents will be contacted and reminded that 3 late arrivals across a 2 weeks period equates to a Friday detention.

With regard to late arrivals due to late buses, students will be able to register as they arrive at Faringdon Lodge. It is not intended that pupils will be given warnings for transport delays that are out of their control.

## **10. Responsibilities for Monitoring Attendance**

### **10.1 Deputy Head Pastoral / DSL / Senior Attendance Champion**

In accordance with the DfE's non statutory guidance *Working Together to Improve School Attendance (2024)* the Designated Safeguarding Lead (DSL), as a member of the Leadership Team, will have the role of Senior Attendance Champion. Her contact details are:

Helen Keevil: [helen.keevil@abingdon.org.uk](mailto:helen.keevil@abingdon.org.uk)

The Senior Attendance Champion will:

- Alert the Head to any apparent persistent patterns of absence or lateness;
- Set a clear vision for improving attendance in School
- Establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff
- Monitor and analyse attendance and absence, including for specific groups of pupils
- Attend the DSL group meeting to review lates and absences, preparing pertinent reports in discussion with the Head.
- Follow up with teachers and/or tutors who occasionally fail to complete registers during the Registration Periods.
- Contact the local authority where:
  - A pupil of compulsory school age is to be deleted from the school register at a non-standard time;
  - A pupil joins the school at a non-standard time.
- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness and log concerns and outcomes.
- If Tutors are not convinced about medical absence, then the DSL should assist in seeking clarification with the parents and/or medical professionals.
- Consider requests for absence in exceptional circumstances in liaison with the Head and the Head of House. This may only be done in advance and with the number of days specified. Inform the Attendance Secretary of any leave of absence granted.
- Contact the local authority with any concerns about any pupil's attendance and in any case where a pupil has ten days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence);
- Contact children's social care services where a single absence or repeated absences raise safeguarding or child protection concerns;
- Follow up with any teachers and/or tutors who routinely fail to complete registers during the Registration Periods.

### 10.2 Attendance Secretary

- Work with Head of House, tutors and teachers in applying registration procedures and assists Tutors who have queries about the policy;
- Assist the Deputy Head Pastoral with maintaining the school's attendance, absence and lateness records;
- Ensure all absences are cleared with the correct code every day.
- Email parents of all pupils who are registered as **Absent: N – No reason yet provided**, and telephone the parents of pupils who were present in the MRP, but subsequently registered as absent in the ARP. Where no contact is received from parents, inform the Deputy Head Pastoral.
- Register pupils who arrive later than 8.55am and maintain a record of reasons given for late arrival.
- Enter, as applicable, the correct codes in the School Register:

### 10.3 Tutors/Teachers/Head of Houses

Ensuring good attendance and records is a vital part of safeguarding the welfare of children and all those involved should follow the guidance in this policy with regards to registration

and ensuring those students who are absent or late are properly monitored.

#### 10.4 Head's Responsibility

- Consider requests for holiday absence in exceptional circumstances. This may only be done in advance.
- Regularly meet with the Senior Attendance Champion to discuss attendance and registration issues across the school

#### 10.5 Governors

Governors will have oversight of attendance statistics at least once a term at governor meetings. It is their responsibility to monitor the effectiveness of the School's processes with regard to ensuring good attendance across the School. Governors will also review this policy annually.

### **12. Boarding / UKVI**

The law requires all schools including independent schools to have an admission register and, except for schools where all pupils are boarders, an attendance register. At Abingdon, all pupils (regardless of their age and boarding status) are placed on the admission register and have their attendance recorded in the attendance register. The School expects boarders to be registered in the same way as day pupils. In addition, there are four additional 'callovers' in each Boarding House each day; one at 8.25am, one at 5pm, at 7pm before Prep and a head-count before bedtime.

In addition, as a Child Student Visa sponsor Abingdon is responsible for ensuring that it meets United Kingdom Visa and Immigration (UKVI) attendance monitoring requirements for all students sponsored. The School defines one contact point as a daily morning registration period.

#### **Deputy Head Pastoral**

Last internal review: January 2026

Last governor review: June 2026

Next Governor review: June 2027

## Appendix 1

### Registration Codes

The following registration codes are to be used and further guidance, as set out below, given by Oxfordshire County Council.

**If a pupil is present in school the following codes should be used:**

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrived before the register was closed.	Attending (Present)

**If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code below must be used.**

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged by the LA	<ul style="list-style-type: none"> <li>The nature of the provision must also be recorded.</li> <li>Code K can only be used if the child is present at the provision.</li> </ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> <li>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</li> <li>Arranged by or on behalf of the school and supervised by a member of school staff.</li> <li>The visit or trip must take place during the session for which it is recorded.</li> <li>Code V can only be used if the pupil is present at the visit.</li> </ul>	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> <li>P code can only be used if the pupil is present at the activity. The sporting activity must take place during the session for which it is recorded.</li> <li>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational</li> </ul>	Attending an approved educational activity (present)

		<p>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;</p> <ul style="list-style-type: none"> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• 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.</li> </ul>	
<b>W</b>	Attending Work Experience	<ul style="list-style-type: none"> <li>• W code can only be used if the pupil is present at the activity under arrangements by school or LA</li> <li>• In session for which it is recorded</li> <li>• 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;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• 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.</li> </ul>	Attending an approved educational activity (present)



**If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)**

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>C1</b>	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> <li>• Performance licence issued by LA or</li> <li>• Body of Persons Approval issued by LA or</li> <li>• Justice of peace has given licence for pupil to go abroad for performance or regulated purpose</li> </ul>	Authorised absence
<b>M</b>	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> <li>• Agreement in advance</li> <li>• Application by parent child normally lives with</li> <li>• Minimum time necessary</li> <li>• Where pupil is absent at registration</li> </ul>	Authorised absence
<b>J1</b>	Leave of absence for Interview	<ul style="list-style-type: none"> <li>• Agreement in Advance</li> <li>• Application by parent child normally lives with</li> <li>• In session absence recorded</li> </ul>	Authorised absence
<b>S</b>	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> <li>•</li> </ul>	Authorised absence
<b>X</b>	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> <li>• For part time attendance</li> <li>• Absence for timetabled sessions to use appropriate code and not X</li> </ul>	Not a possible attendance (neither present or absent)
<b>C2</b>	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• 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</li> <li>• Temporary</li> </ul>	Authorised Absence

		<ul style="list-style-type: none"> <li>• See Working Together to improve attendance</li> </ul>	
<b>C</b>	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> <li>• Exceptional circumstances</li> <li>• No blanket approach</li> <li>• School discretion</li> <li>• Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</li> </ul>	Authorised absence

### Pupil Absent other Authorised reasons

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>T</b>	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	Authorised absence
<b>R</b>	Religious Observance	<ul style="list-style-type: none"> <li>• 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)</li> </ul>	Authorised Absence
<b>I</b>	Illness (not medical appointment)	<ul style="list-style-type: none"> <li>• The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify</li> </ul>	Authorised Absence

		them on the first day the child is unable to attend due to illness.	
<b>E</b>	Suspended or Permanently excluded with no alternative provision made	<ul style="list-style-type: none"> <li>The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education</li> </ul>	Authorised Absence

### Pupil Absent – Unavoidable Cause

<b>Code</b>	<b>Meaning</b>	<b>Criteria</b>	<b>Statistical Value</b>
<b>Q</b>	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	Not a possible attendance
<b>Y1</b>	Unable to attend due to transport normally provided not been 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	Not a possible attendance

<b>Y2</b>	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
<b>Y3</b>	Unable to attend due to 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.	Not a possible attendance
<b>Y4</b>	Unable to attend due to the 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.	Not a possible attendance
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <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>	Not a possible attendance
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• 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 and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul>	Not a possible attendance
<b>Y7</b>	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in	Not a possible attendance

		<p>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.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>	
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### Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
<b>G</b>	Holiday not granted by 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.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>	Unauthorised absence
<b>N</b>	Reason for absence not yet established	<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>	Unauthorised absence
<b>O</b>	Absent in other or unknown circumstances	<p>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>	Unauthorised absence

<b>U</b>	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. 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	Unauthorised absence
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### **Administrative Codes**

<b>Code</b>	<b>Meaning</b>	<b>Statistical Value</b>
<b>Z</b>	Prospective pupil not on admission register	<b>NOT COLLECTED</b>
<b>#</b>	Planned whole school closure	<b>NOT COLLECTED</b>