'Learn to love and love to learn; in God's love each one will shine'.

St. Andrew's Church of England (VC) Primary School
Attendance Policy

Rationale:
Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (Matthew 4: 19)*
Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.
Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.
In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people." (Matthew 4: 19)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Scope and Objectives
Our vision is realised through this policy by the commitment of our Governing Body and staff to encourage good attendance. We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children and young people take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible. We also realise that children who enter a class late or leave early i.e. after the class have settled, often feel very self-conscious and uncomfortable. These feelings impact on their capacity to learn.

Aims:

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- to keep *whole school* attendance at or above 96%.
- That we follow the rules governing the maintenance of registers, including removal from roll, which are contained in the Education (Pupil Registration) (England) Regulations 2006. Attendance registers are legal documents that may be required as evidence in court cases.

Roles and Responsibilities:

Governing Body will
- offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by all staff, pupils and families.
- make sure all staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- expect good attendance and punctuality from all members of the school community and make sure that all pupils understand its importance.
- convey clear messages about how absence affects attainment, wellbeing and wider outcomes.
- empower all staff to take responsibility for attendance.

- recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- have a designated attendance champion (SENDco and Inco) in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- make sure staff receive professional development and support to deploy attendance systems effectively.
- Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

The Headteacher is responsible for:

- the implementation of the policy;
- all staff knowing and understanding their responsibilities for attendance;
- agreeing whether an absence should be authorised. The power to authorise an absence rests with the Headteacher or delegated person within the school, and not with parents or the local authority – see below for circumstances under which an absence will be authorised;
- working actively to maximise attendance rates, both in relation to individual pupils and the pupil body as a whole;
- having clear policies in place to address persistent absence;
- ensuring that all staff adopt a consistent approach in dealing with absence and lateness;
- monitoring trends;
- implementing a system for all parents to report a child's absence;
- reporting to the Governing Body the attendance figures and progress to achieving the set targets;
- reminding all parents of their commitment to this policy;
- communicating effectively with all families regarding pupils' attendance and well-being;
- building respectful relationships with all staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school;
- communicating openly and honestly with all staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them;
- liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable;
- modelling respectful relationships and appropriate communication for all staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture;
- delivering clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events;
- using physical presence to reinforce routines and expectations on arrival and departure;
- regularly communicating expectations for attendance and punctuality and school performance through your regular channels of communication with staff, pupils and parents;
- establishing and monitoring implementation of rewards for attendance and punctuality and sanctions for absence and lateness;
- monitoring whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions;
- consultations with the LAAO;
- establishing, implementing and monitoring robust arrangements to identify, report and support children missing education (CME) - **See guidance on HCC Grid regarding Children Missing Education** https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/children-missing-from-education
- developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND);
- work with Attendance Champion to help improve attendance of persistent and potentially persistent absentees;
- ensuring that the Local Authority is notified of any pupil who fails to attend school regularly via a **10 Day Absence Form**;
- engaging all pupils in consultation on attendance policy, practice, rewards and sanctions;
- Ensuring that parents fully understand the demands and responsibilities of elective home education - **See guidance on HCC Grid when a parent is considering EHE;**

All staff members should:
- treat all pupils with dignity and build relationships rooted in mutual respect and observe proper boundaries;
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence;
- handle confidential information sensitively;

- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity;

Teachers are responsible for:

- setting an example of punctuality and good attendance;
- implementing the policy;
- ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date;
- monitoring class and individual attendance patterns;
- informing the school office of any concerns;
- emphasising with children the importance of punctuality and good attendance;
- communicating effectively with all families regarding pupils' attendance and well-being;
- building respectful relationships with all staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school;
- liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable;
- considering the vulnerability of some pupils and the ways in which this might contribute to absence handling confidential information sensitively;
- understanding the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and other pupils particularly for children with a social worker and those who have experienced adversity;

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have.

Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

In addition, parents are responsible for:
- ensuring that their children are punctual and know the importance of good attendance;
- instilling in their children an appreciation of the importance of attending school regularly;
- impressing upon their children the need to observe the school's code of conduct;
- informing the school on the first day of absence, by 10.00 am at the latest;
- providing the school with an explanation for the absence;
- informing the school of any changes to their contact details;
- taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings;
- working in partnership with the school to resolve issues which may lead to non-attendance;
- avoiding arranging medical/dental appointments during school hours;
- not booking holidays during term-time;
- treating staff with respect;
- actively supporting the work of the school;
- calling on staff for help when they need it;
- communicating as early as possible circumstances which may affect absence or require support;

Attendance Champion (SENDco and Inco) is responsible for:
- implementing the policy with the Head which should clearly outline:
  - the key principles
  - rules pupils need to follow
  - routines
  - consequence systems
- monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families;
- maintaining robust school systems which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:

- children who have a social worker including looked-after children
- young carers
- children who are eligible for free school meals
- children who speak English as a second language
- children who have special educational needs and disabilities
- arranging meetings with parents to ensure clear channels of communication are in place and offer support/interventions where necessary;
- making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.
  The escalation of procedures to address absence needs to be:
  - understood by pupils, parents and carers
  - implemented consistently
  - reviewed regularly
- ensuring that the Local Authority is notified of any pupil who fails to attend school regularly via a **10 Day Absence Form**.
- **See guidance on HCC Grid for form –**
  https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-guidance-and-statutory-responsibilities
- work with the Headteacher to help improve attendance of persistent and potentially persistent absentees.

<u>Office Staff are responsible for:</u>
- ensuring registers are distributed to the teaching staff and are kept up to date;
- Supporting the Headteacher and Attendance Champion in monitoring attendance
- contacting parents if they have not reported their child's absence by 10.00 am.
- Supporting the Headteacher in writing attendance letters.
- Supporting the Headteacher in completing forms such as the Local Authority 10 Day Absence Form.

<u>Pupils at risk of persistent absence (identified as children dropping below 95% attendance)</u>
You may want to:
- welcome pupils back following an absence and provide good catch-up support to build confidence and bridge gaps. This could include:
  - lesson resources
  - buddy support
  - one to one input
- meet with pupils to discuss absence, patterns, barriers and problems
- establish action plans to remove barriers, provide additional support and set targets. This could include:
- lunchtime arrangements
- support with uniform, transport, wake up routines or emotional wellbeing
- lead daily or weekly check-ins to review progress and the impact of support
- make regular contact with families to discuss progress
- consider what support for re-engagement might be needed, including for vulnerable groups

<u>Pupils who are persistently absent (identified as children dropping below 90% attendance)</u>
This level of attendance will considerably damage a pupil's educational prospects and the school will work alongside parents/carers to tackle this issue by:
- establishing robust escalation procedures which are initiated before absence becomes a problem, for example by:
  - sending letters to parents and carers
  - establishing a range of evidence-based interventions to address barriers to attendance
  - developing an attendance improvement plan- developed with parents
  - make regular contact with families to discuss progress
  - engaging with children's social care staff, including Virtual School Heads and social workers where appropriate
  - creating attendance clinics (with LAAO)
  - using fixed penalty notices

Encouraging Good Attendance

The School encourages good attendance by:
- Using clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. Makes sure these systems are inclusive and appropriate for all pupils.
- publicising good attendance during assemblies, newsletters and the termly report to the Governing Body.

Punctuality:
- Doors open at 8.45 to 8.55am. School starts at 8:55 am
- Register closes at 8.55am. Lateness is classed as any child coming into school between 8.55 am and 9:05 am
- All children arriving after 8.55 am must report to the School Office to be signed in by their parent / carer and this record retained for purposes of emergency evacuation etc.(a "U" mark is recorded in these cases)
- Any child arriving after the ten minute period recognised as lateness (i.e. after 9:05 am) will be marked as absent for the session. If a satisfactory reason is provided this will be recorded as authorised. If no such reason is given it is marked as unauthorised.
- Lateness is monitored termly. Where children have persistent lateness problems the Head will invite the parents into school to a formal meeting.

Local Authority

Each maintained school in Hertfordshire is allocated an Local Authority Attendance Attendance Officer (LAAO) who will work in close partnership with the school offering the following services:

Consultation visits by the LAAO
The purpose of the consultation visit will be to:-
- identify pupils who are experiencing attendance difficulties. This will include the regular examination of attendance registers, although this responsibility rests with the school;
- advise on focused, time-limited action which needs to be taken by the school and/or the LAAO;
- feed back and exchange information in relation to work which has been undertaken by the LAAO and/or the school;
- identify areas of concern and of good practice in relation to attendance matters;
- advise the school on strategies for improving attendance;
- assist schools in identifying Persistently Absentee (PA) pupils and those at risk of becoming PA and ensuring that effective plans of action are in place through advice and guidance;
- If the LAAO Team Manager is concerned that the Headteacher is not engaging with the process of addressing issues raised the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Behaviour and Attendance;
- LAAOs may undertake early intervention (pre-referral) work prior to a case being accepted. This may include:
  - telephoning or writing to the parents about their child's absences or lateness;
  - attending a meeting with parents arranged by the school to emphasise the need for good attendance and the possibility that, if there is no improvement, the LAAO will become formally involved.

Fixed Penalty Notices
Statement on how school follows Hertfordshire County Council's Penalty Notice for Truancy Code of Conduct and procedures.
We expect parents/carers to work with us to address attendance problems. If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice.
The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.
If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

The school will follow **guidance on HCC Grid when considering a Fixed Penalty Notice - https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notices-for-unauthorised-absenceholiday**

Attendance Registers
Attendance registers are legal documents that may be required as evidence in court cases.
Registers must be taken at the beginning of each morning and once during the afternoon session. They should ensure that pupils can be accounted for in an emergency and that a pupil removed from the school at lunchtime will not go unnoticed.

Registers must record whether each pupil is present; attending an approved educational activity; absent; or unable to attend due to exceptional circumstances. In the case of a pupil of compulsory school age who is absent the register must also indicate whether the absence has been authorised by the school.
Registers should open and close at regular, set times. Registers should not be kept open for more than 10 minutes.

When calling the register the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. In marking registers, schools should use the national set of symbols as advised by the Department for Education (see Appendix B)

When the reason for a pupil's absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

All schools are required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason.

Registers of all classes are kept and monitored by the office staff daily. A Log is kept of all children who arrive late.

Deletion from Roll

A pupil's name may not be deleted from the attendance register unless it has also been deleted from the admissions register.
When a pupil's name is removed from the admissions register the school must notify their local Attendance Team.
A pupil of compulsory school age should have his/her name deleted from the admissions register when:
- the pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order or the Order is revoked
- the pupil has been registered at another school. (Schools can register Traveller children even if they are on the roll of another school. The school the child normally attends is the base school; the other registration is temporary)
- the school has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- the pupil has ceased to attend the school and no longer lives within a reasonable distance of the school
- a pupil granted leave of absence fails to attend the school within the 10 school days immediately following the last day of absence which was granted and the school is not satisfied that this is due to sickness or any unavoidable cause and both the school and the Local Authority have failed, after reasonable enquiry to locate him/her
- the pupil has been continuously absent from school for a period of not less than 20 school days, the absence is unauthorised, *and* there are no reasonable grounds to believe that the pupil is unable to attend by reason of sickness or any unavoidable cause *and* both the school and the AIO have failed, after reasonable enquiry, to locate him/her
- the pupil has died
- the pupil has been permanently excluded and the exclusion has been upheld
- the pupil has been admitted to the school to receive nursery education and has not on completing such education transferred to a reception class at the school
- the pupil attends a special school and the LA gives consent for his/her name to be removed

If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete form EWN1 and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Children Missing Education Officer by telephoning 01992 556867 or by written referral to CME Officer, Central Attendance & Employment Support Team, Room 134, CHO 135, County Hall, Pegs Lane, Hertford SG13 8DF. (Please refer to the School's "Children Missing from Education Policy")

Registers- Retention:
Registers should be kept in a secure place for a period of not less than 3 years.

Registers should be made available for inspection by the LAAO when requested.

Absence Procedures

Authorising Absence
Only the school can authorise an absence – the provision of a parental, or other, explanation in relation to a particular absence does not oblige the school to accept it. If the school does not accept the explanation offered as a valid reason for absence, or doubt remains about the explanation offered, or no explanation is forthcoming at all - the absence should be treated as unauthorised.

Schools should communicate to parents their policies with regard to the notification and categorisation of absence. Schools are encouraged to keep all absence notes for at least a term and when a pupil's absence is a cause for concern to retain the notes until there is no longer a concern
Process:
• Parents and carers are asked to contact the School Office by phone or in person on the first day their child is absent from school. A follow up confirmation of the absence must be received from the parent / carer in writing once the child returns.
• The school operates First Day Response. If the school is not notified of an absence on the first day, the school will telephone the parent or carer to request an explanation. This will be repeated on each day that there is no explanation of the child's absence.
• If this persists beyond a week details will be passed to the Head who will either write to the parent/ carer or consider a referral to the Attendance Improvement Officer or the school nurse.
• Any absence considered not to be a justified reason will remain unauthorised and a series of unauthorised absences will trigger a meeting with the Head.

Reasons for absence:

Authorised absences:
This is an absence agreed by the Headteacher with an explanation from parents. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances.

These include: Sickness, hospital appointments, dentist, religious holidays, absence of allocated LA transport, close family bereavement and funerals.

It may also be granted under circumstances deemed by the Headteacher to be wholly exceptional; for traveller children travelling for occupational reasons and agreed with the school and for a child taking part in performance within the meaning of s37 of the Children and Young Person'sAct 1963(c) for which a child performance licence has been issued. (HCC will not issue this without written permission of the Headteacher).

Authorisation for extended periods of sickness absence (of over a week's duration) will require medical evidence. Medical appointments should be arranged if possible outside the school day. Where this is not possible it is expected that children only miss part of the day.

Unauthorised absences:
This is an absence not agreed –when no explanation is forthcoming.
An unauthorised absence will be necessarily placed on a child's attendance record, which will follow them throughout their school career.
These include:
Any absence not covered by the above.
Term time absence from school:
The school supports the view that every lesson counts and actively discourages parents from taking holidays in term time.

- Headteachers no longer have the discretion to authorise any absence in term time without exceptional circumstances. (Amendments to the 2006 Pupil Registration (England) Regulations (September 2103). Therefore – NO leave of absence for holidays will be granted during term time.
- In exceptional circumstances the Headteacher will determine the number of school days that a child can be away from school if the leave is granted.
- All requests for absence must be made in writing to the Head prior to the absence being taken. Application forms are available from the School Office and should be submitted at least two weeks before the first day of intended absence unless not possible. Any absence which is not requested in advance will be automatically recorded as unauthorised.
- Requests for absences of five or more academic days must be preceded by an appointment with the Headteacher (or Deputy Headteacher in her absence).
- Any absence request for a child with less than 90% attendance for whatever reason will be refused.

Parents are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday.

Other arrangements:

Approved Off-Site Educational Activity: Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.
The key features of approved educational activity are that they must be:
- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school

A pupil should be recorded as approved educational activity if he/she is attending:
- a field trip or educational visit (Code V)
- an approved sporting activity approved/supervised with school authorisation (Code P)
- the pupil is attending an interview with another educational establishment (Code J)
- an off-site educational activity (Code B) which must be supervised in-line with the school's responsibilities for Safeguarding and Pupil Welfare
- the pupil is dual registered at another educational establishment (Code D) Note: This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used were pupils are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children are known to be registered at another school for the session in question. Each school should only record the attendance/absence for those sessions where the pupil is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

Flexi-schooling: Headteachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. Such requests from parents are considered very carefully before and a written agreement with the parent is agreed. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (C)

Part-time Timetables: As part of the framework for the inspection of services for children in need of help and protection, children looked after, and care leavers (Ofsted June 2015) local authorities are required to provide detailed data on school age children in their area who are not in receipt of full-time education and schools are similarly expected to maintain data on students of compulsory school age who are on their roll but attending on a part-time timetable.

The Local Authority has published guidance for all maintained school, academies, free schools, studio schools, UTCs, ESCs and PSBs on the use of part-time timetables for pupils of compulsory school age (the term after their fifth birthday to the last Friday in June following their 16th birthday)

All schools are required to return information on children who are on part-time tables within five days of the pupil starting or ending a part -time timetable.

The school follows guidance on HCC Grid when considering a part-time timetable - https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-part-time-students

Reintegration Strategies:

For any pupil returning to school after an unavoidable medical absence of longer than two weeks, the school will make provision to allow the pupil to ease back into the school system if necessary. The school will implement a supportive Pastoral Support Programme (PSP) which will include those members of the school staff working with the child and will follow County guidelines.

The school will liaise with medical professionals and with ESTMA (Educational Support Through Medical Absence) in doing so as appropriate.

Local lockdown

If rates of Covid-19 disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Policy 'overseen and approved' by: Governors' SIMCE Committee
Reviewed and rewritten: in line with HCC Model Attendance Policy Sept 2021
Reviewed: Summer 2022
To be reviewed: Summer 2023

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting/musical activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

From the beginning of the 2021-22 academic year, schools returned to using the attendance and absence codes in use before the outbreak (set out on page 9 of the attendance guidance), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':
- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak.
- Code X is not counted as an absence in the school census.

Detailed advice on the use of these registration codes can be found at
www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance

Further resources
This policy should be read in conjunction with:
- School behaviour and Anti-Bullying policies
- Children missing education
- Supporting pupils with medical conditions at school
- Keeping children safe in education
- Education for children with health needs who cannot attend school
- School exclusion

Guidance and resources
https://www.gov.uk/government/publications/school-attendance
https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
https://www.gov.uk/government/publications/approaches-to-preventing-and-tackling-bullying
https://qna.files.parliament.uk/qna-attachments/1056480/original/HL13531_Respectful_schools_signposting_tool.pdf
https://educationendowmentfoundation.org.uk/education-evidence/teaching-learning-toolkit/parental-engagement
https://www.gov.uk/government/collections/statistics-pupil-absence