



PIONEER ACADEMIES COMMUNITY TRUST

Policies and Procedures

Parkside Primary Academy

Attendance and Punctuality Policy

Update	Approved by	Date	Review Date
PACT	Academy LGB	Autumn 2024	Autumn 2025

1. Introduction

Parkside Primary Academy seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach their full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training.

It is the policy of our Academy to celebrate achievement. Attendance is a crucial factor of success. Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. Our school will actively promote and encourage 100 per cent attendance for all pupils.

Our Academy will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching that is provided on the days they are away, they are also less well prepared, on their return for the sequenced learning that follows. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve these as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times. Our Academy trust has set a target of 96% for our school.

2. Guiding Principles

- We recognise, that it is the responsibility of everyone in the school to improve attendance and punctuality
- We strive to provide a safe and caring environment where each pupil can engage in all opportunities offered
- We will work with pupils and their families to ensure every pupil attends regularly and punctually
- We will challenge the behavior of those pupils and parents/carers who give low priority to attendance and punctuality

3. Aims

Our Academy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

4. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our Trust's funding agreement and Articles of Association.

5. School Staff to Support Attendance

- The designated attendance lead is Miss Katy Haverty.
- The Family Support and Safeguarding Manager is Mrs Paula Kilgariff and the Office Manager is Miss Jo Pilkington.

Please contact the School Office on a day-to-day basis when your child is absent or for any queries regarding attendance, on 01226722416.

6. Roles and Responsibilities

6.1 The Board of Trustees

The trust's CEO is responsible for:

- Driving attendance improvement across the trust
- Working more intensively with schools who require support to improve attendance
- Acting as a central contact point for schools with attendance queries
- Liaising with the DfE's regional teams for advice about wider support programmes

The board monitor attendance patterns across the trust's schools to identify common issues and barriers, and share effective practice between schools. The trust's business team can be contacted by phone: 01226 723691

6.2 The Governing Body

The local governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure school records attendance accurately in the register, and shares the required information with the DfE and local authorities
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most, through cyclical benchmarking attendance review meetings with each individual school
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different schools to come together, learn from each other and share resources
- Holding the headteacher of school to account for the implementation of this policy

6.3 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND,

including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

6.4 Designated Attendance Lead

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

6.5 School Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 11)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

6.6 Class Teachers

All class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office. Registers are closed 30 minutes after the start of the session.

6.7 Office Staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the senior leadership team where appropriate, in order to provide them with more detailed support on attendance.

6.8 Parents/Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance agreements that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting school staff

6.9 Pupils

Pupils are expected to:

- Attend school every day, on time.

7. Recording Attendance Managing and Promoting Regular Attendance

7.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age - whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.40am and ends at 3.10pm.

Pupils must arrive in school by 8.35am on each school day.

The register for the first session will be taken at 8.40am and will be kept open until no longer than 30 minutes after the session begins. The register for the afternoon session will be taken at:

Foundation Stage 1 – 12.15pm

Foundation Stage 2 – 12.30pm

Year 1 and Year 2 – 12.45pm

Year 3 – 1.00pm

Year 4, Year 5 and Year 6 – 1.15pm

Registers will be kept open for 30 minutes after the session begins.

Pupils arriving 5 – 30 minutes after the session begins will be marked as 'L' on the school register; pupils arriving more than 30 minutes after the session begins will be marked as 'U' on the school register.

7.2 Unplanned Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am, or as soon as practically possible, by calling the school office on 01226722416.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

7.3 Planned Absence

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 7 to find out which term-time absences the school can authorise.

7.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

7.5 Following up Unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will;

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will undertake a home visit

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will visit on the third day and consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with:
 - Issue a notice to improve, penalty notice or other legal intervention (see section 8.2 below)

7.6 Reporting to Parents

The school will regularly inform parents (see definition of ‘parent’) about their child’s attendance and absence levels.

8. Authorised and Unauthorised Absence

8.1 Approval for Term-time Absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 School Attendance Regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher’s discretion, including the length of time the pupil is authorised to be absent for. Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website <https://primarysite-prod-sorted.s3.amazonaws.com/parkside-primary-academy/UploadedDocument/085b0053-7d25-4ebf-adbf-2d852f10afd6/leave-of-absence-request-sept-2024.pdf>

The Headteacher may require evidence to support any request for leave of absence. Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 10.2 and 10.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

8.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher, Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the Local Authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

9. Strategies for Promoting Attendance

We celebrate good attendance in our whole school assemblies. Children are rewarded for good attendance by:

- Termly and annual certificates
- Weekly attendance award in assembly
- Extra playtimes
- Reward for 100% attendance and punctuality.

10. Supporting Pupils who are Absent or Returning to School

10.1 Pupils Absent due to Complex Barriers to Attendance

Our key workers in school are here to help all families with strategies to improve attendance and remove in-school barriers. We welcome parents to come and talk to us about any issues. We are here to help; please contact the school office on 01226722416.

10.2 Pupils Absent due to Mental or Physical Ill Health or SEND

Our SENDCo will regularly keep in touch with the parents of children with additional needs. Strategies can be put in place to help children to get in to school. If necessary, help will be sought from wider professional agencies. Where a pupil has an Education Health and Care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the Local Authority

10.3 Pupils Returning to School after a Lengthy or Unavoidable Period of Absence

Each individual case is unique so a tailored package can be put together to support a child's return following lengthy absence. Phased return and flexible curriculum learning are just two examples of our approach.

11. Attendance Monitoring

11.1 Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) half-termly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request. Data will be collected and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Governing Board.

11.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

11.3 Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 11.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

11.4 Reducing Persistent Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 8.2, above)

12. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the multi-Academy trust. At every review, the policy will be approved by the full board of trustees.

13. Links with other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

14. Useful Contacts

If you wish to discuss the information outlined in this policy, please contact any of the following team members.

Contact details

Jane Allen

Service Manager, Pupil Inclusion,
attendance,
and Education Welfare
Mobile: 07817624306
Email: janeallen@barnsley.gov.uk

Derek Vint

Area Manager, Education Welfare
Service
Mobile: 07875308111
Email: Derekvint@barnsley.gov.uk

Jake Miller

Area Manager Education Welfare
Service Mobile: 07786525749
Email: jakemiller@barnsley.gov.uk

Rosie Smith

Area Manager Education Welfare
Service Mobile: 07702338498
Email: rosiesmith@barnsley.gov.uk

ATTENDANCE AND ABSENCE CODES

The following codes are taken from the DfE's [Guidance on School Attendance](#).

Code	Description	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending alternative provision arranged by the LA	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit/trip	Off-site visit organized or approved by the school
P	Participating in a sporting activity	Pupils participating in a supervised sporting activity approved by the school
W	Attending work experience	Off-site placement
B	Attending any other approved educational activity	Off-site learning at another setting
D	Dual registration	Attending another session at another setting where they are also registered.
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid/unpaid) during school hours, approved by school.
M	Medical/Dental	Appointment

J1	Interview	Interview for employment with a prospective employer/educational establishment
S	Study leave	For public examination
X	Not required to attend school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil granted leave of absence for exceptional circumstances.
Absent – other authorized reasons		
T	Travelling with parent	Pupil is a ‘mobile child’
R	Religious observance	As part of religious observance
I	Illness	Not medical/dental appointments
E	Suspended or excluded	Without alternative provision being made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangement	Pupil is unable to attend because the LA has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Normal transport not available and child not within walking distance of school
Y2	Widespread travel disruption	Due to local, national or international emergency
Y3	Part of school premises close	Pupil can’t be accommodated in the part of school remaining open
Y4	Whole school site unexpectedly closed	Major building issue or adverse weather conditions
Y5	Criminal justice detention	Pupil is in police detention or awaiting sentencing

Y6	Public health guidance (law)	Advised by public health or by legislation (law)
Y7	Any other unavoidable other than reasons Y1-Y6	No suitable code
Absent – unauthorized absence		
G	Family holiday not granted by school	Not agreed or days in excess
N	No reason yet provided	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorized absence.
U	Late	After register closes but before the end of the session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil is registered but has not yet joined school.
#	Planned whole-school closure	Closures that are known and planned in advance, including school holidays.

ATTENDANCE PROCEDURES FOR PARKSIDE PRIMARY ACADEMY

