Believing Achieving Learning for Life

WHOBERLEY HALL
PRIMARY SCHOOL

Policy
2026 to 2027

Implemented by school on: November 2026

Approved by Governors: November 2026

Review by: September 2027

Contents

1 Introduction/Aim

2 Legal Framework

3 Attendance Objectives

4 Roles and Responsibilities

5 Recording Absence and Attendance

6 Our Procedures

7 Tailored Support

8 Persistent Absence and the use of legal interventions

9 Staged Reintegration/Reduced Timetables

10 Related Policies

11 Statutory Framework

12 Appendices

1. Introduction/Aim

At Whoberley Hall we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high-quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

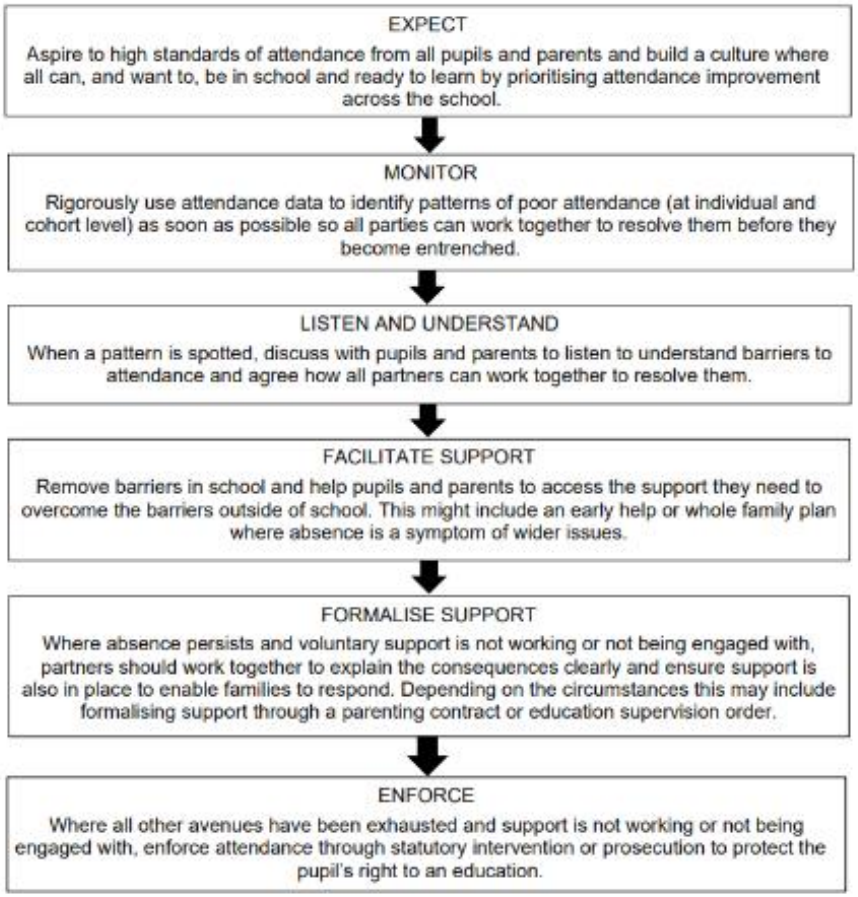
A “Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

3. Attendance Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below



4. Roles and Responsibilities

At Whoberley Hall we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

- Senior leader responsible for the strategic approach to attendance in school-
- School staff who pupils and parents should contact about attendance on a day-to-day basis- Mrs Laura George or Mrs Sally Williams
- School staff who pupils and parents should contact for more detailed support on attendance- Mrs Lisa Speedy or Mrs Laura George

Role	Name	Contact details
Senior Attendance Lead	**Mrs Lisa Speedy**	**024 7667 3452**
Attendance Officer	**Mrs Laura George**	**024 7667 3452**
Named Governor/Trustee for Attendance	**Emma Tipton**	**024 7667 3452**

The Governing Board of Whoberley Hall recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties, including evaluating the impact of attendance initiatives.
- Ensuring school staff receive training on school attendance, including upon induction.
- Regularly reviewing attendance data trends and help school leaders focus support on the pupils who need it.
- Hold the headteacher to account for implementing the attendance policy.

Whoberley Hall will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified.
- Take an active part in the multi-agency effort with the local authority and other partners and where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.

- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Identify and record young carers appropriately and their attendance will be monitored to identify whether caring responsibilities are creating barriers to attendance. The school will work with pupils and families to understand their circumstances and where appropriate the school will work with the local authority and wider services to access support.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Inform the pupil's social worker, where there us one, if there are any unexplained absences and if the child's name is to be deleted from the register.

Whoberley Hall requests that parents:

- Ensure their child attends punctually every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including attendance contract or voluntary early help plan to prevent the need for legal intervention.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher/tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.

- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5. Recording Absence and Attendance

Whoberley Hall Primary School will maintain an accurate admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. All pupils must be entered onto the admission register from the appropriate date, and a pupil's name will only be removed where one of the lawful grounds set out in the Regulations applies. The school will not remove a pupil from the register simply because they have been absent for a prolonged period.

Where a pupil fails to attend, the school will make appropriate and reasonable enquiries to establish their whereabouts and circumstances, following the school's safeguarding and Children Missing Education procedures where necessary. The school will notify the local authority when a pupil is added to or removed from the admission register outside standard transition times and will provide the required information within the statutory timescales. In addition, the school will make an attendance return to the local authority for compulsory-school-age pupils who fail to attend regularly or have a continuous period of at least ten school days of absence recorded using the relevant unauthorised absence codes.

Where there are reasonable grounds to believe that a pupil will be unable to attend due to sickness for 15 consecutive school days, or for a total of 15 school days during the academic year, the school will submit a sickness return to the local authority as soon as possible.

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The headteacher can only authorise leave of absence in very rare exceptional circumstances. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school. All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

Parents/Carers need to complete a request for leave of absence via a form available in the school office.

A penalty notice request may be submitted to the Local Authority by the headteacher should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, the parent/carer must:

- Provide a copy of the medical appointment letter or card to the school office
- If there is no appointment letter or card, either call the school office or contact Mrs George via the attendance dojo app outlining the details of the appointment.
- Return the child to school as soon as possible following the appointment.

No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Whoberley Hall acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to:

- a pupil's/family member's birthday
- closure of a sibling's school for INSET (or other) purposes
- refusal to attend school on health grounds but where the pupil is considered well enough to attend
- holidays taken without the authorisation of the school.

6. Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Attending an approved educational activity or
- Unable to attend due to exceptional circumstances.

The school gates open at 8:40 am and close again at 8:50. Class teachers need to have completed registration electronically by 8:55. Any pupils arriving after this time will receive a late mark, even if they came through the gate on time,, unless there is a very good reason.

- Registers to be taken at the same time for all registered pupils
- Registers to be kept open for no longer than 30 minutes after the session starts
- Electronic attendance and admission registers are used
- Every entry to be retained for six years
- Any amendment to the register to retain the original amended entry and reason for absence with the date and the name of the person making the amendments

Whoberley Hall Primary School recognises that pupils may sometimes be educated or participate in approved activities away from the school site as part of their educational provision. These may include approved educational visits and trips, sporting activities, attendance at another school where a pupil is dual registered, alternative provision arranged by the local authority and work experience, where applicable.

Where these activities meet the relevant statutory requirements, pupils will be recorded as attending rather than absent, using the appropriate DfE attendance codes. For any pupil attending alternative provision, the school will maintain oversight of the placement, verify the pupil's attendance on a daily basis and review the safety, suitability and attendance arrangements of the provision at least once every half term.

The school remains responsible for monitoring the pupil's educational experience and ensuring that appropriate safeguarding arrangements are in place.

6.2 Late Arrival at School

At Whoberley Hall all pupils are expected to arrive on time for every day of the school year. The school day begins at 8:55 prompt. We advise all parents to ensure their child is on site prior to this as the gate closes at 8:50. The school register will be taken from 8:40 to 8:55. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. Any pupils arriving after 8:55 will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:15 in the morning and 1:15 in the afternoon. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate

interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated and a school Designated Safeguarding Lead will be notified.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after 9:00 am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contacts will be telephoned. At least two emergency contacts are required.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home and the police if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

6.4 Monitoring and Data Analysis

The school will monitor and analyse attendance data weekly to identify emerging patterns and trends at individual pupil, year-group and cohort level. This will enable early identification of pupils whose attendance is declining and allow timely intervention before absence becomes persistent. Attendance data will be analysed half-termly, termly and annually to identify trends, including patterns of absence, persistent and severe absence, and the attendance of vulnerable groups. Data will be benchmarked against local, regional and national figures to identify areas for improvement. The impact of attendance strategies will be regularly evaluated and findings shared with school leaders and governors to inform future improvement priorities.

The following pupil groups will provide a focus for data analysis:

- Pupils with SEND.
- Pupils with medical conditions or long-term illnesses.
- Pupils with a social worker or who are looked after.

- Young carers.
- Pupils eligible for Pupil Premium/free school meals.
- Other cohorts within the school where attendance is historically lower.

Whoberley Hall Primary School operates a four-stage attendance support model to identify and address concerns about attendance at an early stage. This provides a clear and consistent approach to monitoring attendance, communicating with parents and carers, and putting appropriate support in place. However, the stages are intended to guide intervention rather than act as a rigid process. The school recognises that every child's circumstances are different and, where concerns arise, may move directly to a higher level of support or intervention where this is considered necessary. Support will be tailored to the individual needs of the child and family, with the aim of improving attendance, removing barriers to regular school attendance and ensuring that every child has the opportunity to benefit from their education.

Parents will receive regular information about their child's attendance. Where concerns arise, the school will communicate with parents at the earliest opportunity via letter or in person to discuss patterns of absence, the impact on learning and any support that may be required. Parents will be given notice to improve attendance patterns.

Stage 1: Prevention
Criteria: Attendance is between 90% and 96%

Pupils who have attendance between 90% and 96% will receive support from school and other universal services they may be accessing, for example, the GP

Stage 2: Early Intervention
Criteria: Attendance falls between 85% and 90%

Pupils whose attendance falls between 85% and 90% may require support from other services outside of school and universal services at stage 1.

Stage 3: Targeted Support
Criteria: Attendance is between 50% and 85%

Pupils whose attendance falls between 50% and 85% require support from other services outside of school and other universal services.

Stage 4: Severe Attendance Issues
Criteria: Attendance 50% and below

For children whose attendance is 50% and below, a referral to children's services will be considered alongside multi-agency support

Classes attendance will be acknowledged during weekly awards assemblies, with the class with the highest % of attendance, receiving the school attendance cup for the week. This will be published on the school newsletter along with punctuality figures.

7. Tailored Support

At Whoberley Hall we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

Whoberley Hall Primary School recognises that some children may experience barriers to regular school attendance due to anxiety, mental health difficulties, long-term physical health conditions, SEND or disabilities. The school will work in partnership with parents and carers, and relevant health professionals, to understand individual circumstances and identify appropriate support to enable children to attend school as regularly as possible. Reasonable adjustments will be considered to meet individual needs, and individual healthcare plans will be put in place where appropriate. Where a child has experienced a prolonged absence or is finding it difficult to return to school, the school may implement a time-limited phased return or an individual reintegration plan, with clear arrangements for reviewing progress and supporting a successful return to full-time education.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support may include:

- Meeting with parents to discuss concerns and offer support
- Create a child centred plan
- Offer support from wider agencies if appropriate, such as the Family Hub- make these referrals
- Offer practical support, for example, with morning routines
- Working with both the child and parent to develop an understanding of the importance of good attendance
- Recognise and praise improving attendance
- Possibility of an attendance contract which is a formal written agreement between parent and school/local authority

When a pupil has experienced a prologued period of absence due to any of the issues mentioned above, where necessary and appropriate, a reintegration plan will be agreed between home and school. Remote learning will only be considered as a last resort and will be a temporary arrangement with an agreed beginning and ending. Reduced timetables may be considered where appropriate as a temporary agreement between school, home and the local authority.

EYFS- Absence of Pupils Below School Legal Age

Whoberley Hall Primary School recognises the importance of establishing positive attendance habits from the very beginning of a child's educational journey. This includes children attending our Nursery provision, even where they are not yet of compulsory school age.

Where a Nursery or Reception child is absent for a prolonged period or without notification, the school will make appropriate attempts to contact parents and carers, using alternative emergency contacts where necessary (at least three emergency contacts are required). Staff

will consider the child's age, individual vulnerability, patterns of absence and any known family circumstances when deciding on the appropriate response.

Where there are concerns about a child's welfare or the reason for their absence, the school will follow its safeguarding procedures and, where appropriate, seek advice or make referrals to Children's Social Care or request a police welfare check. The school will also work positively with families to understand any barriers to attendance and provide appropriate support to encourage the child's safe and successful return to the setting.

8. Persistent Absence and the use of legal interventions

The school has a statutory safeguarding responsibility towards children that are repeatedly or persistently absent from school.

Good Attendance is deemed to be 96% and above.

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

Severely absent pupils below 50% will be prioritised for targeted support and the school will work closely with the local authority to agree a joint approach. Regular meetings will take place with parents to understand barriers and agree support with multi-agency considerations where appropriate. Safeguarding concerns will also be considered and where severe unauthorised absence continues despite appropriate support, the school will consider whether this raises concerns about neglect and if a children's social care assessment needs to be considered.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Fixed Penalty Notices

Fixed penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school for the following reasons:

- Holiday / leave of absence during term time
- Ten sessions of unauthorised absence within a rolling period of ten school weeks

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

First Penalty Notice

- £80 for each of your children if paid in full within 21 days
- £160 if paid in full after 21 days but within 28 days.

Second Penalty Notice (within three years of the first)

- £160

Third Penalty Notice

- No fine will be issued- alternative legal intervention will be considered

9. Staged Reintegration/Reduced timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family
We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed.

10. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

11. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

Working Together to Improve School Attendance July 2026
Keeping Children Safe in Education 2026
School Attendance (Pupil Registration) (England) Regulations 2024
Education Act 1996
Education Act 2002
Educational Inspections Act 2006
Equality Act 2010
Education (Penalty Notices) (England) Regulations 2007 as amended
Children Missing in Education Statutory Guidance
Mental Health Issues Affecting Pupils' Attendance
School Census Guidance

Appendices:

Codes to include in the policy

I would use the following list as **Appendix 1 – Attendance Register Codes**.

Category	Code	Meaning
Present	/ and \	Present at morning / afternoon registration
	L	Arrived after registration began but before the register closed
Approved educational activity	B	Attending another approved educational activity
	D	Attending another school where the pupil is dual registered
	K	Attending education provision arranged by the local authority
	P	Participating in an approved sporting activity
	V	Attending an educational visit or trip
	W	Attending approved work experience
Authorised absence	C	Leave of absence for exceptional circumstances
	C1	Participating in a regulated performance or regulated employment abroad
	C2	Temporary part-time timetable for a compulsory-school-age pupil
	E	Suspended or permanently excluded, with no alternative provision
	I	Unable to attend because of illness
	J1	Attending an interview for employment or another educational institution
	M	Medical or dental appointment
	R	Religious observance
	S	Study leave for a public examination
	T	Mobile child travelling with a parent for occupational purposes
Unauthorised absence	G	Holiday not authorised by the school
	N	Reason for absence not yet established
	O	Absent in other or unknown circumstances
	U	Arrived after the register had closed
Unable to attend due to exceptional circumstances	Q	Unable to attend because the local authority has not provided necessary access arrangements

	Y1	Transport normally provided is unavailable
	Y2	Widespread disruption to travel
	Y3	Part of the school premises is unavoidably out of use
	Y4	Whole school closed when due to meet
	Y5	Pupil subject to a sentence of detention
	Y6	Attendance would be contrary to public health guidance or law
	Y7	Another unavoidable cause
Administrative	X	Pupil is below compulsory school age and not required to attend
	Z	Prospective pupil whose name has been entered before their admission date
	#	Planned whole-school closure

These are the national codes set out in the DfE guidance and attendance regulations. GOV.UK+2

A few important notes for Whoberley

- **Nursery:** Include X because children below compulsory school age are not subject to the same statutory attendance requirements as compulsory-school-age pupils. Unauthorised absence codes do not apply to them in the same way.
- **Reception:** Once a child is of compulsory school age, the normal statutory attendance recording requirements apply.
- **Code N:** The reason for absence must be investigated and the register updated within five school days.
- **Code U:** This is for a pupil arriving after the register has closed. Your policy should also clearly state your register closing time.
- **Codes Y1–Y7 and Q:** These should be explained as exceptional circumstances where the session is not counted as a possible attendance session.