The Gleddings Preparatory School

Attendance Policy

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Aim of policy:

The aim of this policy is to set out how the school ensures that it promotes high attendance and punctuality for all pupils. The School will maintain clear, accurate and compliant systems for recording, monitoring and responding to absence, recognising that attendance is central to pupils' education, safety, inclusion and wellbeing, and that persistent or severe absence may indicate unmet need or safeguarding risk. Through early identification, proportionate intervention, partnership with parents, pupils, local authorities and relevant external agencies, and effective leadership oversight, the School will safeguard and promote the welfare of pupils, remove barriers to attendance wherever possible, and ensure that concerns are escalated, recorded and reviewed appropriately.

Related Guidance and School Policies

This policy outlines the schools approach to promoting excellent attendance, but is not exhaustive in its scope and should be used in conjunction with the following policies, statutory guidance and advice:

Policies:

- *Safeguarding and Child Protection Policy*
- *Accessibility Plan*
- *Admissions Policy*
- *Anti-Bullying Policy*
- *Behaviour, Rewards & Sanctions Policy*
- *Educational Visits & Offsite Activities Policy*
- *Equality, Diversity & Inclusion Policy*
- *Mental Health & Wellbeing (Whole School) Policy*
- *Parent Code of Conduct*
- *Remote Learning Policy*
- *SEND Policy*

Statutory & Regulatory Guidance:

- *KCSIE 2026*
- *Education Act 1996 (compulsory school age, parental responsibility, Section 576 definition of 'parent')*
- *Education Act 2002 (duties of governing bodies and school leaders)*
- *Children Act 1989 & 2004*
- *Education and Inspections Act 2006*
- *The Education (Pupil Registration) (England) Regulations*
- *Education (Information About Individual Pupils) (England) Regulations 2024 – data reporting*
- *Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007*
- *UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018*
- *Working Together to Improve School Attendance (DfE, 2024)*
- *Children Missing Education: Statutory Guidance for Local Authorities and Schools (DfE, 2025)*
- *Supporting Pupils at School with Medical Conditions (DfE, 2015)*
- *Elective Home Education (DfE, 2019)*

- *Alternative Provision (DfE, 2013)*
- *Behaviour in Schools (DfE, 2022)*
- *Mental Health and Behaviour in Schools (DfE, 2018)*
- *National Penalty Notice Framework (DfE, 2024) – threshold 10 sessions unauthorised absence in 10 weeks*
- *UKVI guidance for international students*
- *Children and Families Act 2014*

Roles & Person(s) Responsible

Role	Named Person(s)	Contact
Attendance Champion	Mrs Gini Garside	ggarside@thegleddings.co.uk
Administrative Attendance Officer	Mrs Gini Garside	ggarside@thegleddings.co.uk
Email for reporting absence	Illness – admin@thegleddings.co.uk Other – nedwards@thegleddings.co.uk	
School office phone numbers	01422 354605 / 347152	
Emails for requesting absence	Dr Naomi Edwards	nedwards@thegleddings.co.uk

As a school we recognise the importance of attendance to support every student to reach their full potential and gain the best possible educational outcomes. We have a whole school approach to ensuring good attendance from the outset and encourage pupils to value attendance and punctuality across the school. We are committed to working with our parents to support students to attend unless this is unavoidable.

Our expectation is to ensure that pupils achieve 100% attendance unless in exceptional or unavoidable circumstances. Our policy applies to all pupils of compulsory school age, to promote good habits for pupils across our school community. The Working Together to Improve School Attendance has been taken into account when developing this policy, alongside the requirements in School Attendance (Pupil Registration) (England) Regulations 2024.

Children Missing in Education

Children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed ten school days or more without permission may be at risk of becoming children missing education. While not all cases will involve safeguarding concerns, some children are at risk of exploitation, neglect, or significant harm when disengaged from education.

'Missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing. Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers
- Failure to complete a transition between schools
- Children from refugee and asylum -seeking families
- Children from families who are highly mobile
- Children at risk of a forced marriage
- Children experiencing abuse and neglect
- Children supervised by the Youth Justice System

Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation. Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. The school will notify the Local Authority of leavers and joiners at non standard exit points within 2 days will always request destination schools from parents of leavers to ensure this is passed on in a timely manner. Details of the child's new school must be provided when requested, missing information will result in a child missing in education referral.

Attendance Benchmarks

Expected Attendance **97 – 100%**	Cause for Concern **Below 93%**	Serious Cause for Concern **Below 90%**

The school expects students to aim for 100% attendance though understands there can be unavoidable circumstances such as illness that prevent this. Should this be the case students and parents should aim to maintain an attendance rate of 98% and above unless there are significant circumstances that do not allow this.

The school will therefore:

- Increase parental awareness of the importance of excellent attendance through regular communications.
- Promote children's right to access a full-time education.
- Work with parents to instil excellent attendance habits from the earliest age (EYFS).
- Keep children safe and healthy by monitoring attendance rates.
- Create partnerships between the school, parents, pupils, and Local Authority Education Welfare Officers.
- Communicate clearly and consistently with parents regarding attendance, integrated into regular reporting cycles.
- Recognise the key role of staff, especially tutors, in promoting attendance and providing early intervention.
- Work with parents to create individual care plans for pupils with long-term health concerns or emotional wellbeing needs.

Where a child's attendance drops below 90% (over a representative time period) the school is expected to work with parents, and potentially the local authority having been notified, to remove barriers and reengage the pupil taking into account the reason for absence and placing the safety of the child at the centre of any decisions. Where support plans have been exhausted and severe

absence persists for unauthorised circumstances this has the potential to constitute neglect which may lead to wider agency involvement such as children's social care.

Every child has the right to a full-time education. There is a direct link between poor attendance and lower attainment across all phases of schools, pupils who attend regularly make better social and academic progress and regular attendance helps pupils cope with school routines, work, and friendships.

Parental Responsibilities

Parents and carers must:

- Ensure pupils attend school unless significantly ill.
- Email admin@thegleddings.co.uk by 08:30 on the first day and each subsequent morning of absence, with a specific reason.
- Make all non-emergency medical or dental appointments outside school hours.
- Provide medical evidence for absences lasting more than three days or frequent absence.
- Ensure the school holds up-to-date contact numbers and at least one additional emergency contact.
- Support school procedures to follow up absences, ensuring safeguarding where necessary.

Legal Duty

Parents have a legal duty to ensure children of compulsory school age attend regularly at the school where they are registered (Education Act 1996). Failure may result in fixed penalty notices or legal action.

Absence

Authorised & Unauthorised Absence

Authorised Absence - this may include:

- Sickness (with medical evidence if prolonged)
- Medical or dental appointments*
- Exceptional family circumstances (e.g., bereavement)
- Religious observance
- Regulated performances or work experience with prior written agreement from the headteacher

*Wherever possible, appointments should be outside school hours.

Unauthorised Absence – absence will not be authorised for:

- Holidays during term time
- Caring for relatives, shopping, birthdays, translating for relatives or others
- Extended absence without evidence
- Lateness after register closure

Where all other routes have not worked or parents refuse to engage in improving attendance due to unauthorised absence, the matter may be referred to the Local Authority and may lead to a fixed penalty notice in line with the national framework.

Penalty Notices

- Threshold: 10 sessions(AM and / or PM) unauthorised absence in a rolling 10-school-week period.
- Decisions are made on a case-by-case, support-first basis.
- Extended unauthorised absence may put a pupil's place at The Gleddings at risk

Absences are recorded using the correct codes as set out in DfE guidance. Where a pupil is absent without explanation, the school will make contact by 9.30am with the parent or carer on the first day of absence. Where no contact is made, staff will escalate to the DSLs the same day to assess risk and agree next steps (e.g., same-day welfare check/home visit, contact additional emergency numbers, engage other professionals). Any known vulnerabilities will trigger immediate contact from us with children's social care and/or police as appropriate. The school day begins at 8.45am. Pupils are expected to be present in their respective tutor room and ready for registration at this time.

At the end of the school day, the school site will open to parents for pupil collection at 3:45pm. Parents are expected to arrive promptly and collect their child from the designated collection point. Pupils who are booked into after school provision will be dismissed to the relevant staff member to proceed to the designated area. If a pupil has not been collected by 4:00pm, and is not expected to attend after school provision, the school will contact parents to establish the reason for the delay and agree appropriate next steps. Parents should ensure that the school is informed of any changes to collection arrangements are early as possible to support the safe and efficient dismissal of pupils. Pupils will not be released to adults other than parents unless notified in advance.

In line with the Department for Education's guidance Working Together to Improve School Attendance, we use specific attendance codes to record term-time holiday requests. Holidays taken during term time are not authorised with code H for approved holiday no longer in use in educational settings.

Should an exceptional circumstance such as parents not being able to dictate annual leave due to work or military service conditions, then any approved absence would be recorded as exceptional using code C, to denote that this is exceptional leave approved in advance by the Headteacher rather than approved holiday. In these cases again consideration and agreement will be made regarding the educational provision and sessions that will be missed.

Where a leave of absence for other reasons is approved in advance by the Headteacher, the absence will be recorded using code C (exceptional circumstances). Where a pupil is taken on holiday without prior approval, or where a request has been declined and the absence still occurs, the absence will be recorded using code G (unauthorised holiday). Parents and carers should be aware that unauthorised holidays may be referred to the Local Authority and could result in a penalty notice or other legal action in accordance with statutory attendance guidance.

Requests for a leave of absence

- Requests for a LOA must be submitted in writing to the Headteacher
- Exceptional circumstances may include school visits that cannot be attended on another day such as for interviews, though these should be arranged outside of term time where possible, county, regional or national level participation in a sporting fixture or event, or entertainment work at a significant level such as for major stage or film productions.
- Minimum two weeks' notice is requested in order that adequate arrangements can be made for the continued education of your child during this period.
- LOA is almost never granted if attendance is below 98%.
- Holidays are not authorised during term time.

Under Working together to improve school attendance (July 2026): A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not, and therefore will not be granted and as such be recorded as unauthorised absence with an appropriate code.

Lateness

Pupils arriving between 8:50am and 9:15am will be recorded as late before the register closes in the attendance register (code L). Those arriving after 9:15am will be recorded as late after the register closes (code U), any student late after the register closes must sign in at the main reception. For those in Preparatory the parent must enter the office and sign the student in with the child present.

Persistent lateness will be monitored by the Attendance Champion and attendance Officers and may be discussed with parents or carers where concerns arise, as regular lateness can have a detrimental impact on a pupil's education, wellbeing and attendance record.

Monitoring of Attendance

The school maintains an electronic admission register and an electronic attendance register in line with the School Attendance (Pupil Registration) (England) Regulations 2024. Entries are retained for at least 6 years.

The school holds more than one emergency contact number for every pupil to ensure they can contact a relevant person promptly when a child is absent or at risk. Staff recognise that being absent (as well as missing) from education can be a significant indicator of abuse, neglect or exploitation; attendance concerns are managed within our safeguarding procedures and discussed with the Designated Safeguarding Leads (DSL).

Once a child joins from another setting, the DSLs will contact the previous setting to ask if there are
any safeguarding and pastoral concerns. If any concerns have been noted the DSLs will contact the previous school to discuss further. All of this information is logged on our Management Information System (MIS).

Early intervention
Where a child has missed 5 consecutive days or 5 cumulative days over a half term the Headteacher will contact parents to address any barriers or concerns. This may include discussions and meetings with the pastoral or safeguarding staff to support in accessing mental health, SEND or wider agency services.

Should improvements not be seen an individual attendance plan will be developed in partnership with the parents and potentially the local authority and health professionals in order to support the pupil in showing improved attendance.

10 in 10
Where a pupil has 10 sessions (AM and / or PM) of unauthorised absence in a rolling 10-school-week period the school will notify the local authority. Where a pupil is approaching this level of absence the Headteacher for the child will notify the parents and discuss the increase in absence over the relevant time frame. At 10+ days of absence the DSL will initiate a meeting with parents to discuss an individualised return to school plan. Persistent continued unauthorised absence may lead to a formal child missing in education referral to the local authority.

Sickness returns (15 days)

Where illness leads to 15 days or 30 sessions (consecutive or cumulative) of absence during an academic year, the school will notify the Local Authority to prompt consideration of section 19 of the Education Act 1996 where the LA will look at alternative education provision, and the school will work with the Local Authority and family to plan support.

Monitoring & Reporting

On a daily basis attendance is monitored and followed up by the school office and flagged to the Deputy Head Pastoral should there be any issues. The Headteacher reviews a report on a weekly and half termly basis, in addition to a 10 week rolling cycle in order that they can review and action any pupils falling below the expected thresholds. Attendance patterns are monitored closely in order that timely intervention can take place, pastoral support can be offered and any safeguarding action is not unduly delayed.

Data will be shared with the relevant agencies or authorities where necessary and as required through statutory legislation and guidance in line the UK GDPR and the Data Protection Act 2018. This may include the Local Authority, Department for Education and children's social care where a referral or concern over a child's safety is raised. Where a child is believed to be at risk of immediate harm the school will call the Police.

Religious Observance

The school supports families of all faiths and religions and will always look to make reasonable adaptations and adjustments for these pupils. Where absence is requested due to religious observance parents must notify the school in advance in writing by contacting the Headteacher. As a guiding principle the school will authorise one day of absence for a religious festival but this must not exceed three days cumulatively per academic year.

Where reasonable adjustments to the curriculum or provision are required due to religious observance these should be discussed with the Headteacher in advance. The school will always look to accommodate and make reasonable adjustments to support these circumstances such as:

- Reduction in physical activity or sports participation during periods of fasting
- Making spaces available for prayer or observance during the school day
- Working with pupils and parents to celebrate wider cultures, festivals and religious observance as part of increasing the cultural understanding and knowledge of the school community where possible

Attendance Codes

Attendance Codes (DfE 2024)

Code	Description	Guidance (DfE Working together to improve school attendance July 2026)
/ \	Present (AM/PM)	Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes. This code is classified for statistical purposes as present.
L	Late before register closed	The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate. This code is classified for statistical purposes as present.
U	Late after register closed (counts as unauthorised for the session in the attendance statistics)	Where a pupil has arrived late after the register has closed but before the end of session, and either no reason for the lateness is established or the school is not satisfied that the reason would be recorded using one of the codes statistically classified as authorised. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.

		This code is classified for statistical purposes as unauthorised absence.
K	Off-site education provision	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. Schools must also record the nature of the provision (regulation 10(5)), examples are: • attending courses at college; • attending unregistered alternative provision Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as a present code.
P	Supervised sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded. This is only applied if: • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as a present code.
V	Educational visit/trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit

		or trip must take place during the session for which it is recorded. This is only applied if: • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as a present code.
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded. Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code. This is only applied if: • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

		This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as an authorised absence code.
B	Approved educational setting	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Schools must also record the nature of the approved educational activity, examples are: • attending transition days at other schools; • attending courses at college; • attending unregistered alternative provision arranged by the school Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as an authorised absence code.
D	Dual registration	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. Code D can only be used for a pupil who is attending another school and is on the admission register of that school. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. The school at which the pupil is scheduled to attend must record the pupil's attendance or absence using the appropriate code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. For example, where a pupil is ill, the school the pupil was due to attend should record absence using code I, while the other school should continue to record the session using code D. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

		This code is classified for statistical purposes as not a possible attendance to avoid double counting.
M	Medical/dental appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Where illness absence is long-term or recurring, schools should work with families and other agencies to identify barriers to attendance and put support in place to address them. Schools are not expected to routinely request that parents provide medical evidence to support illness absences, and should not have blanket rules requiring this. In the majority of cases a parent's notification that their child is too ill to attend school can be accepted without question or concern. However, schools may request reasonable evidence where they have genuine and reasonable doubt about the authenticity of the illness, or when they are seeking to support pupils with prolonged or repeated patterns of illness. In such cases, medical evidence may play a role in supporting schools to better understand the pupil's health needs, inform what reasonable adjustment may need to be made and/or to accurately record absence in the attendance register. This code is classified for statistical purposes as authorised absence.
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent's

		religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C. This code is classified for statistical purposes as authorised absence.
E	Suspension/exclusion, no alternative provision	The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. This code is classified for statistical purposes as authorised absence.
C1	Leave for regulated performance/regulated employment abroad	Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence. Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above. This code is classified for statistical purposes as attending an approved educational activity. In the school MIS this will class as an authorised absence code.
J1	Leave for interview/admission to another institution	This interview must take place during the session for which it is recorded with prior written agreement that this is to take place. This code is classified for statistical purposes as authorised absence.
S	Study leave	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly.

		If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise. This code is classified for statistical purposes as authorised absence.
X	Non-compulsory school age pupil where attendance is not mandated	Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.
C2	Part-time timetable authorised absence	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. Registration must take place at the same time for all registered pupils; this includes pupils with part-time timetables. If the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used. This code is classified for statistical purposes as authorised absence.
C	Exceptional circumstances leave	All schools are able to grant a leave of absence at their discretion. A leave of absence must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

		This code is classified for statistical purposes as authorised absence. Note: Flexi-schooling is an arrangement where a child is primarily electively home educated but attends school for part of their education by agreement with the school and in some circumstances may be recorded as exceptional. Schools are not obliged to offer such arrangements and the school will not agree to nor authorise such circumstances.
T	Parent travelling for work	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. For the purposes of this guidance, “no fixed abode” includes both a child who has no settled, permanent place where they can live full-time and a child who has such a place but does not live there for substantial periods. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. However, regular attendance on site is required in order to meet the curriculum at The Gleddings School, in these circumstances the school would discuss with parents as to whether the provision is suitable for the needs and in the best interest of the child’s education before agreeing to such circumstances. This code is classified for statistical purposes as authorised absence. Whilst for statistical purposes this is counted as authorised absence, if a pupil’s attendance was to fall below an acceptable level consideration may be given to attendance enforcement.
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil’s absence. When the reason

		for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O. This code is classified for statistical purposes as unauthorised absence.
O	Reason unknown, potentially unauthorised	Where no reason for the absence is established, or the school is not satisfied that the reason would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence.
G	Holiday not authorised	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted. This code is classified for statistical purposes as unauthorised absence.
#	Planned whole school closure	Whole school closures that are known and planned in advance such as: • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station. This code is not collected for statistical purpose.
Q	Unable to attend the school because of a lack of access arrangements	Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home to school travel for the pupil and they have not done so (including where they are in the process of doing so but have not yet done it), or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:

		• the local authority has a duty to arrange the pupil's home to school travel and has not; or • the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged for them or enabled them to go to a state school nearer to their home This code is classified for statistical purposes as not a possible attendance.
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route. This code is classified for statistical purposes as not a possible attendance.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency. This code is classified for statistical purposes as not a possible attendance.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. This code is classified for statistical purposes as not a possible attendance.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays. This code is classified for statistical purposes as not a possible attendance.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention,

		• remanded to youth detention, awaiting trial or sentencing, • detained under a sentence of detention. If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day. This code is classified for statistical purposes as not a possible attendance.
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend their school. Meaning, the pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care • prohibited by any legislation relating to the incidence or transmission of infection or disease. This code is classified for statistical purposes as not a possible attendance.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause examples are:

		• Bail conditions of the pupil (that prevent the pupil from attending the school or being present in the area where the school is situated) • Court attendance (where the pupil is legally required to attend Court)