



The Eaglewood School

“Raising Aspiration and Changing Lives”

Attendance Policy

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Policy Review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum biennially.

Policy Aims

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

Linked Policies

- Child Protection Policy
- Safeguarding Policy
- Recognition, Relationship and Behaviour Policy
- SEND Policy

Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental](#)

[responsibility measures](#). These documents are drawn from the following legislation setting 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](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and Responsibilities

The Governing Body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- 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 students
- Issuing fixed-penalty notices, where necessary

The Attendance Officer

The school attendance officer/s:

- Monitors attendance data across the school and at an individual student level

- Reports concerns about attendance to the Headteacher
- Works with outside agencies to tackle persistent absence
- Arranges calls and meetings with parents/carers to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

Tutors

Tutors are responsible for recording attendance on Arbor on a daily basis, using the correct codes.

Admin Team

School Admin Team are responsible for taking calls from parents about absence and ensure tutors are aware of the reason for the absence. They will also support tutors in the recording of attendance on Arbor.

The Student

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.

The Parent/Carer

- Inform the school on the first day of absence before 9am and in cases where students use school transport, transport should be contacted in advance of pickup.
- Ensure that their child leaves in good time for school.
- Notify the school, using the Leave of Absence form, of any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone on the first and subsequent days of absence.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance.

Recording Attendance

Attendance Register

We will keep an attendance register on Arbor, and place all students onto this register.

We will take our attendance registers during tutor time in the morning and during period 4 lessons in the afternoon. It will mark whether every student is:

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

See Appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8.30am each school day unless otherwise agreed.

Unplanned Absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible.

Parents/carers should notify the school by phone on 01425 460994 or email admin@eaglewoodschool.co.uk in the event of an unplanned absence.

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

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide 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/carers will be notified of this in advance.

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Please phone us on 01425 460994 or email admin@eaglewoodschool.co.uk to make arrangements for a planned absence.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and Punctuality

The school day begins at 08:30 and registration begins at 09:00, any student arriving after 09:30 will be marked late unless otherwise agreed. The afternoon session registration will be taken at 12:50 and any students arriving after 13:20 will be marked late for the afternoon session unless otherwise agreed.

We will monitor punctuality and look at cases of ongoing issues individually and implement plans to support the student to get into school on time.

Following up Absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Identify whether the absence is approved or not
- Ensure proper safeguarding action is taken where necessary
- Identify the correct attendance code to use

Reporting to Parents/Carers

School reports sent out prior to the Christmas, Easter and Summer holidays will include students' attendance record for the preceding term.

Authorised and Unauthorised Absence

Approval for Term Time Absence

The headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (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 student is attending educational provision

Reducing Persistent Absence

Absences are closely monitored by our Attendance Officer and plans are put in place to meet individual needs. Bespoke interventions will be put in place dependent on the needs of the student. We use a 'Ones to Watch' system to monitor attendance and follow up with phone call and letters home and in extreme cases parents/carers may be issued with a fixed penalty notice.

Legal Sanctions

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Penalty notices can be issued by a headteacher, local authority officer or the police.

Strategies for Improving Attendance

- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, students and families.
- Make sure staff, students and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that students understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower staff to take responsibility for attendance.
- Recognise that attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Have a designated attendance champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Make sure staff receive continued professional development and support to deploy attendance systems effectively.

Attendance Monitoring

The attendance officer at our school monitors student absence on a weekly basis.

A student's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health.

The student's parent/carer is expected to call the school each day their child is ill.

If a student's absence goes above 3 days, the school will contact the parent/carer of the student to discuss the reasons for this.

If a student's absence continues to rise after contacting their parent/carer, we will consider working in partnership with the Local Authority.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Attendance data is collected on Arbor and is monitored using in school spreadsheets used for internal purposes to:

- Track the attendance of individual students.
- Identify whether there are particular students groups whose absences may be a cause for concern.
- Monitor and evaluate those children identified as being in need of intervention and support.

Appendix 1 – Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

Present at School

- 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 present for statistical purposes.
- **Registration Code / \: Present in school / = am \ = pm** Present in school during registration.
- **Code L: Late arrival before the register has 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 marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate.

Authorised Absence from School

Authorised absence means that one of a specific set of circumstances applies, as set out below:

- **Code C: Leave of absence authorised by the school** Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account 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 headteacher's discretion. Specific leaves of absence may also be granted where:

A pupil is participating in a performance.

- A school maintained by a local authority or a special school not maintained by a local authority can grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance, within the meaning of section 37 of the Children and Young Persons Act 1963 if the local authority have given the pupil a licence for that performance.
- Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. There are some exemptions, including the granting of Body of Persons Approval (BOPA). BOPAs can be issued by the local authority where a performance is to take place, or by the Secretary of State (generally only if there are to be many children involved and a number of different locations, but legislation does not limit this to those situations).
- Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where the 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. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence.

A pupil is subject to a temporary part-time timetable

- 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. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.
- A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In

agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

A pupil is pregnant

- Leave for maternity is treated like any other leave of absence. We would expect schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.

- **Code E: Excluded but no alternative provision made** If no alternative provision is made for a pupil to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register. When a pupil of compulsory school age is suspended or permanently excluded from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity.

- **Code H: leave of absence for the purpose of a family holiday granted by the school** Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable. An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. 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 headteacher's discretion.

- **Code I: Illness (not medical or dental appointments)** Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related). In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support

the absence. Pupils with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

- **Code M: Medical or dental appointments** 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 has a medical appointment during the session in question, no absence needs be recorded for that session.
- **Code R: Religious observance** Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents). As a general rule, we would interpret 'a day exclusively set apart for religious observance' as 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 mark 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 as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C. Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:
 - Setting term dates around days for religious observance;
 - Working with local faith groups to develop guidance on absence for religious observance;
 - Schools taking INSET days that coincide with religious observance days; and
 - Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

- **Code S: Study leave** Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 pupils during public examinations. 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. As study leave is unsupervised it must be recorded as absence.
- **Code T: Gypsy, Roma and Traveller absence** A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups. Pupils from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other pupils in terms of the requirements to attend school regularly once registered at a school. Where a pupil has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the pupil attends at least 200 sessions per year. The pupil must attend school as regularly as the business permits and therefore, if the business or trade permits the pupil to attend for more than 200 sessions per year, they should do so. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes, it is expected that the pupil should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

Unauthorised Absence from School

Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established.

- **Code G: Holiday not granted by the school or in excess of the period determined by the school.** Where the school has not granted a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away longer than the period of leave granted. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted.
- **Code N: Reason for absence not yet provided** 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 been established the school should record the pupil's absence using the relevant code. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

- **Code O: Absent from school without authorisation** Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence.
- **Code U: Arrived in school after registration closed** Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of pupils taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity. The activity must take place during the session for which it is recorded and for pupils of compulsory school age the school must record the nature of the activity.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- **Code D: Dual Registered** The law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. 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. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

- **Code B: Off-site educational activity** Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school. 250. For pupils of compulsory school age, schools must also record the nature of the activity, examples are:
 - attending taster days at other schools;
 - attending courses at college;
 - attending unregistered alternative provision arranged or agreed by the school.

The educational activity must take place during the session for which it is recorded.

Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and 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 should record the pupil's absence using the relevant absence code. This code must not be used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

- **Code J: At an interview with prospective employers, or another educational establishment** Attending an interview with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education, or transfer to another school. This must take place during the session for which it is recorded.
- **Code P: Participating in a supervised sporting activity** Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the pupil's general education into account. The sporting activity must take place during the session for which it is recorded. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.

- **Code V: Educational visit or trip** Attendance at an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school. The educational visit or trip must take place during the session for which it is recorded. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.
- **Code W: Work experience** Work experience is for pupils in the final 2 years of compulsory school age. The work experience must take place during the session for which it is recorded. Approved educational activity must be supervised by a person authorised by the school. 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 should record the pupil's absence using the relevant absence code.

Unable to attend due to exceptional circumstances

- **Code Y: Unable to attend due to exceptional circumstances** Where a pupil is unable to attend school because:
 - the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
 - the transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance; or
 - a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Schools must also record the nature of the circumstances in which a pupil is unable to attend school.

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 safe route.

Pupil in custody Code Y is also used where the pupil is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

Administrative Codes

- **Code X: Non-compulsory school age pupil not required to be in school** Where a pupil not of compulsory school age is attending school part-time. For example, where parents have

chosen for their 4 year-old child to attend part-time until later in the school year but not beyond the point at which the child reaches compulsory school age

- **Code Z: Pupil not on admission register** To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must enter a pupil's name on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school. In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the pupil will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places. If a pupil fails to attend on the agreed starting day, the school must establish the reason and record the pupil's absence using the relevant absence code.
- **Code #: Planned whole or partial 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 school as a polling station.

Partial school closures that are known and planned in advance such as:

- 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and
- Use of part of the school as a polling station.