

# Register of Admissions and Attendance Policy

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Review by People Committee:

Adopted by Governing Body:

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Live Document

As and when appropriate

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Reviewer:

L. Coffill

Governor Link:

S. Gates

# REGISTER OF ADMISSIONS AND ATTENDANCE POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

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Summary of changes made during the review of this policy:

- Inclusion of equality statement
- New attendance codes for registers
- Updated fixed penalty notice information
- Flow chart of East Barnet School actions with regard to attendance
- Reference/updates in line with '*Working together to improve school attendance*'

## A. Statement of Principle

East Barnet School places a high priority on achieving excellent levels of attendance and punctuality enabling all students to achieve their maximum potential by taking full advantage of the educational opportunities available to them. There is a proven link between high student attendance and academic success; irregular attendance can lead to educational disadvantage and place children at risk of underachievement or low attainment and progress. Therefore, it is essential that East Barnet School, parents/carers and students consistently work together to achieve this. Good attendance is also considered an important safeguarding measure.

## B. Equality Statement

In all matters, including attendance, the School will not unlawfully discriminate against students because of their protected characteristics according to the Equality Act 2010, and will always consider how they are supporting students with protected characteristics and will take positive action, where proportionate, to deal with the disadvantages that these students face.

## C. Definitions/Acronyms

EWO: Educational Welfare Officer

FPN: Fixed Penalty Notice

## D. Aims

East Barnet School is committed to meeting its obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance '*working together to improve school attendance*' through our whole-school culture and ethos that values good attendance, including:

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

We will also promote and support punctuality in attending lessons.

## E. Requirements

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

It works in conjunction with the following East Barnet School policies:

- Child Protection policy

## **F. Roles and Responsibilities**

### **The Governing Body**

The Governing Body of East Barnet School is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Ensuring the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Ensuring the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Monitoring that the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Ensuring training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

### **The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at East Barnet School
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Educational Welfare Officer to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **The designated senior leader responsible for attendance**

The designated senior leader, Harry Ricketts (Acting Assistant Headteacher), is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed

The designated teacher will also work closely with Heads of Year to:

- Build close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families.

### **The SENCO**

The SENCO will:

- Work with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.

## **The Attendance Officer**

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

The Attendance Officer is Raphena Gardner, the Educational Welfare Officer (EWO) is Mark Timbrell.

## **Teachers**

- Form tutors are responsible for recording attendance for morning registration, using accurate codes and submitting this information via Bromcom.
- Teachers are responsible for submitting lesson registers via Bromcom within the first 10 minutes of their lesson.
- All teaching staff are responsible for amending registers if a student arrives late/after the register has closed.

## **Parents**

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

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

## **Parents are expected to:**

- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 8:15am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, by contacting the child's Head of Year.
- Attend any meeting arranged to discuss attendance.

## **Students**

Students are responsible for making sure that their attendance and punctuality is maintained at the highest level.

- They should attend school and all their lessons on time, fully equipped and ready to learn.
- Students must follow the correct procedure if arriving late to school after the close of registers.
- Any problems with attendance, students should discuss with their Form Tutor, Head of Year or Attendance Officer.

## **G. Other information**

***The school has a duty to maintain two registers, an Admissions Register and an Attendance Register.***

### **Admissions Register**

East Barnet School will ensure that:

1. Every pupil at the school is included on the admission register as well as the attendance register. Even one session of attendance requires a child to be on both registers (unless they are on a temporary visit from abroad or on an educational visit).
2. There are no trial admissions. (Managed Move students or those under 'directed education' will be placed on dual roll until their place is confirmed - see Behaviour Policy.)
3. The admission register contains an index in alphabetical order and the following information:
  - the pupil's full name

- the pupil's gender
- the name and address of every person known to be a parent of the pupil (this should include those with parental responsibility who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc.
- the day, month and year of the pupil's birth
- the day, month and year of the pupil's admission or re-admission to the school
- the name and address of any previous school attended by the pupil.

For the removal from the admissions register, East Barnet School will ensure that the name of a pupil is only deleted from the attendance register when that pupil's name has been deleted from the admission register.

Circumstances in which a pupil should be deleted from the admission register are as follows:

- when the pupil has been registered at another school. This may not take place until registration at the new school has taken place and must not occur because of a parent merely expressing an intention. We require confirmation from the new school, once the student has started
- when the pupil has attained statutory school leaving age and ceases to attend
- when a pupil has ceased to attend the school and the school has received written notification from the parent that the pupil is receiving education otherwise than at the school
- when a pupil has ceased to attend and is no longer ordinarily resident within a reasonable distance from the school, the pupil's name may be deleted following a decision by the Local Authority. It must be established that the pupil has moved away
- when a pupil has been continuously absent for four weeks or more and both the school and the Local Authority have failed to locate the pupil at their last known address.
- when a pupil who has been granted extended leave of absence for the purposes of a holiday and fails to return to school within ten days of the expiry of that grant of leave (unless for reasons of sickness or unavoidable cause) the school should seek further



guidance from the Local Authority with a view to deleting the pupil's name from the admissions register

- a pupil's name may be deleted if it is certified by the Local Authority's School Medical Officer that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
- when a pupil has been continuously absent for not less than four weeks and is detained by a court order
- when a pupil dies.

East Barnet School will ensure that's a pupil's name will not be deleted from the admission register in the following circumstances:

- to avoid exclusion procedures. (In the case of a permanent exclusion, the pupil remains on the roll of the school until the appeals period has elapsed and no appeal has been made; or the parent has stated in writing that no appeal will be made; or an appeal made within the time limit has been determined and the exclusion decision upheld)
- Is a Children of Traveller Families – it is the duty of the Local Authority to ensure that children of statutory school age receive a suitable full-time education extends to all children residing in their area, whether permanent or temporary. The duty therefore embraces Traveller children including Gypsies
- Children who are more or less permanently resident in the catchment area of a school, only travelling seasonally or occasionally, should not be removed from the admission register when they leave to travel.

East Barnet School will only use a dual registration code where a pupil is registered at a pupil referral unit (or at another alternative provision agreed by the Local Authority, including hospital tuition) or another school as part of a Managed Move direction of education trial. The name of the pupil shall not be removed from the school's admission register without the consent of the Local Authority.

When a pupil of statutory school age has ceased to attend school and moves to an alternative setting, e.g. college they should be removed from the admissions and attendance registers. If it is intended that these pupils are to re-sit examinations without further attendance they should be removed from

the register and entered as external candidates. It is for the school to decide whether to fund the examination entry or to ask parents or pupils to pay re-sit fees.

Pupils may only be retained on the admissions register if they are actually attending re-sit classes at the school.

## **Lateness**

Registration is taken at 8:50am students need to be in school by 8.45am. Poor punctuality is not acceptable; any student who arrives late will receive a late detention unless there are exceptional reasons. All students who arrive between 8:45 and 9:15am are marked with a (L) in the register and may receive a lunchtime detention the following day. Students arriving after 9:15am must sign in at the main reception and will be given an unauthorised late (U) which is counted as an absence by law. Parents/Carers will receive a text message to inform them that their child was late to school

Persistent unauthorised lateness will result in a Fixed Penalty Notice being issued by the Local Authority. See Appendix 1.

## **Leave**

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Only the parent/carer whom the child resides with can make an application for Leave of Absence. Requesting Leave of Absence must be done in writing, preferably two weeks in advance of any planned absence, to the Headteacher but will only be considered under exceptional circumstances and the Headteacher will ask for specific appropriate evidence such as medical evidence/evidence of death certificates/flight details and proof of date booked. The circumstances will be considered, and parents/carers will receive a written response. In considering whether to grant a term-time leave, the school will consider:

- The circumstances involved
- The time and length of the proposed leave
- The student's record of attendance

- Any previous requests for leave of absence.

Cheaper holiday dates, visiting relatives here or abroad and limitations on parents' leave entitlement are not deemed exceptional circumstances. If Leave of Absence is taken without authorisation, it will be recorded as unauthorised. In this event, parents are likely to be subject to a Fixed Penalty Notice.

## Fixed Penalty Notices (FPN)

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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

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

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

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

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

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## Notices to Improve

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

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

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

- The grounds on which a penalty notice may be issued before the end of the improvement period

## **Authorised Absence**

Categories of Authorised Absence from school include:

- Treatment for illness
- If your child is unwell and sent home from school
- Hospital, CAMHS or Orthodontic Appointments supported by appointment letters or cards
- Unavoidable GP or dental appointments supported by cards or slips
- Advance notice of days of religious observance
- A student suspended for a fixed period while remaining on roll with East Barnet School
- Where a student is absent immediately before or after a school holiday medical evidence is required to authorise the absence, without this the Education Welfare Officer will be informed of the absence.

*The school appreciates that pupils and parents can be put in a difficult position where a pupil is displaying symptoms related to non-attendance that may be related to a mental health condition until such time as a formal diagnosis is made. We are aware that at times the wait time for a CAMHS appointment may be quite lengthy. In such circumstances, the school will carefully balance safeguarding duties, and the importance of ensuring that all children who are able to attend school, do so, with the importance of avoiding measures that may exacerbate a mental health condition, albeit undiagnosed.*

## **Unauthorised Absence**

Categories of Unauthorised Absence from school include:

- Truancy through the school day
- Parents or carers keeping children off school unnecessarily.

- No reason for absence given
- Students who arrive at school after 9:15am when registration has closed.
- Holidays and day trips in term time.

Any absence requested for an unacceptable reason will be coded as unauthorised. This includes and is not exhaustive:

- Attending an appointment that could be arranged at another time.
- Taking a holiday during term time
- Visiting relatives or staying at home because a parent, carer or sibling is unwell.
- Shopping
- To celebrate birthdays.
- General trips
- Graduation of siblings

The school recognises that the death of a family member can be a particularly traumatic event and the school has the discretion to authorise such absences.

## **Child Missing Education**

All children, regardless of their circumstances, are entitled to a full-time education, suitable to their age, ability, aptitude, and any special educational needs they may have. A child missing from education is a potential indicator of abuse or neglect. We will be vigilant about monitoring attendance and challenge repeated absence which could be an indicator of abuse or neglect including sexual exploitation, FGM or Forced Marriage. Should a pupil go missing from school the Attendance Officer will inform the Designated Safeguarding Lead and contact the Educational Welfare Officer/Child Missing Education Officer, if they have not returned to school after 10 days of absence. We will inform the local authority of any pupil removed from our roll so that the Local Authority can identify and safeguard children missing from education.

## Off Rolling (Please refer to Admissions Register)

It is illegal for a school to remove a child from its roll for any reason other than those provided in regulations. Schools are required to notify the Local Authority of **all children** removed from the school roll using an **Off-roll Notification Form**. These include:

- Registration at another school – the name of the school and start must be verified before removal.
- Distance – where student have moved to a new home address where distance is deemed unreasonable, and the new address has been provided.
- Medically unfit – evidence must be provided
- Failure to return from a Leave of Absence – student classed as ‘Child Missing from Education’ and local authority advised
- Continually absent for 20 days or more – student classed as Child Missing from Education’ and local authority advised
- Student in Custody for 4 months or more
- Death of child
- Permanent Exclusion
- Elective Home Education – parents/carers put in writing to the school their intention to Home Educate their child/ren, confirming the date this will commence. The school will inform the Local Authority and the Home Tuition team will check the provision.

Where a student refuses to attend or the parent withdraws the student from school, and the absence is ten days or more these students would be subject to intervention from Education Welfare Officers or Targeted Youth Workers, as appropriate. Schools are responsible for ensuring that such action is taken. CME Officers will log these cases and await their resolution by the relevant officer (EWO, TYW or school colleague responsible for attendance).

## Escalation of Attendance Concerns

The Education Welfare Officer (EWO) is responsible for discharging the Local Education Authority's legal duty to ensure that all registered students of compulsory school age attend school regularly and punctually. If a student fails to attend regularly and attempts made by the school and Education Welfare Officer have failed to ensure a return to regular attendance, then the Education Welfare Officer can take legal action under section 444 of the Education Act 1996.

The Education Welfare Officer (EWO) regularly meet with the Attendance Officer, Heads of Year and Senior Leadership Team to check absence patterns and organise meetings. The EWO works in partnership with school staff, parents and other agencies in cases of non-attendance and we will endeavour to employ a range of strategies and support; legal action is the final resort.

## **Supporting pupils with physical or mental ill health**

LCo/JAC to discuss

## **Pupils returning to school after a lengthy or unavoidable period of absence**

LCO/JAC to discuss



## Strategy for improvement:

### Actions for improving attendance at East Barnet School



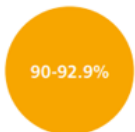
#### Attendance levels are good to excellent

Positive encouragement/incentives/rewards required to maintain high levels of attendance.



#### Attendance levels beginning to cause concern

Analyse data/provide reports to regularly monitor attendance/reasons for absence, patterns etc. Letter from attendance officer to parents informing them of concerns and possible request for medical evidence.



#### Attendance levels causing more significant concern

Parents invited to a meeting at school with EWO and HoY, Attendance Action Plan agreed. A date for plan/contract to be reviewed agreed at the meeting (three to four weeks), individual attendance target set.



#### Attendance decreased to an unacceptable level

below persistent absence rate – despite interventions by school staff  
\*Below 90% – refer to Early help when complex issues identified. \*\*Below 85% –FPN to be considered if appropriate.

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

## Rewards for Attendance

As part of East Barnet's Schools efforts to promote good attendance, various rewards will be given to students:

- Any student with 100% attendance in a week will be awarded a house point
- Gold, silver, bronze, certificates are awarded for 100% attendance in each term
- Students who achieve 96% attendance in a term go into a prize draw

- Awards for improved attendance

# APPENDIX 1

## Information regarding Fixed Penalty notices for persistent lateness to school

**On 26<sup>th</sup> September 2023 it was communicated with parents about the issuing of fixed penalty notices to East Barnet School parents for repeated lateness of their child to school from 30/10/2023.**

A parent is defined by **Section 576 of the Education Act 1996** is any natural parent, person with Parental Responsibility under the **Children Act 1989** or a person with whom the child lives and who looks after the child, irrespective of his or her relationship with the child.

All parents whose children attend a maintained school or academy in Barnet are subject to the rules in respect of penalty notices.

As with prosecution in a magistrates' court, penalty notices can only apply to offences relating to a child of statutory school age enrolled at a maintained school, academy school or a Pupil Referral Unit (PRU).

Further information can be found here: [FPN Code of Practice.docx](#)

**Penalty notices are used in the following circumstances at the request of the relevant party, as described below:**

	Reason	School action	Requesting party
<b>Unauthorised lateness to school</b>  Registration code: <b>U</b>	A parent regularly fails to ensure a child is in school before the closure of registers.	Schools must advise parents in writing of the possible imposition of a penalty notice if their child has <b>six</b> unauthorised lates (U) in any <b>four-week period</b> .  The request for the penalty notice must contain the original warning letter and the attendance register for the review period with the trigger number of U codes.  <i>There must be liaison between the school and the Education Welfare</i>	Head Teachers, and those delegated by them.  The request form must be completed by the Head Teacher or delegated senior colleague

			<i>Officer where the latter is already involved in casework with the parents to avoid legal confusion.</i>	
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Morning registration at East Barnet School is from 8:45am until 9:15am (8:55am on a Wednesday). If a child arrives between these times, they are late and receive an L code in the register. If there is no valid reason for the lateness of the child, we have a lunch detention the following day.

If a child arrives after 9:15am then the registration code U is used. The school will monitor children with a U code closely and follow the procedures below to avoid children reaching the threshold for a fixed penalty notice: **six** unauthorised lates (U) in any **four-week period**.

Number of unauthorised lates (U)	School action	Staff involved
1	Text message sent home	Attendance Officer
2	Phone call home	Attendance Officer
3	Letter home	EWO
4	Meeting	HOY and EWO
5	Final Letter home	AHT and EWO
6	Fixed Penalty Notice	Head Teacher or SLT with responsibility of attendance

# APPENDIX 2

Attendance codes:

<b>Attendance and absence codes from August 2024</b>		
<b>Attending the school</b>		
Code / \	/ \	Present at the school / = morning session \ = afternoon session
Code L	L	Late arrival before the register is closed
Code K	K	Attending education provision arranged by the local authority
Code V	V	Attending an educational visit or trip
Code P	P	Participating in a sporting activity
Code W	W	Attending work experience
Code B	B	Attending any other approved educational activity
Code D	D	Dual registered at another school
<b>Absent - leave of absence</b>		
Code C1	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
Code M	M	Leave of absence for the purpose of attending a medical or dental appointment
Code J1	J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
Code S	S	Leave of absence for the purpose of studying for a public examination
Code X	X	Non-compulsory school age pupil not required to attend school
Code C2	C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
Code C	C	Leave of absence for exceptional circumstance
<b>Absent - other authorised reasons</b>		
Code T	T	Parent travelling for occupational purposes
Code R	R	Religious observance
Code I	I	Illness (not medical or dental appointment)
Code E	E	Suspended or permanently excluded and no alternative provision made
<b>Absent - unable to attend school because of unavoidable cause</b>		
Code Q	Q	Unable to attend the school because of a lack of access arrangements
Code Y1	Y1	Unable to attend due to transport normally provided not being available
Code Y2	Y2	Unable to attend due to widespread disruption to travel
Code Y3	Y3	Unable to attend due to part of the school premises being closed
Code Y4	Y4	Unable to attend due to the whole school site being unexpectedly closed
Code Y5	Y5	Unable to attend as pupil is in criminal justice detention

Code Y6	Y6	Unable to attend in accordance with public health guidance or law
Code Y7	Y7	Unable to attend because of any other unavoidable cause

**Absent - unauthorised absence**

Code G	G	Holiday not granted by the school
Code N	N	Reason for absence not yet established
Code O	O	Absent in other or unknown circumstances
Code U	U	Arrived in school after registration closed

**Administrative codes**

Code Z	Z	Prospective pupil not on admission register
Code #	#	Planned whole school closure