POLICY DOCUMENT

Attendance and Punctuality Policy

Princess May Primary School's approach to attendance — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Approved by	
Date approved	22 October 2026
Next review due by	September 2027
Related policies	Behaviour Policy; Safeguarding and Child Protection Policy; SEND Policy and SEND Information Report
Aligned to	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 (as amended); the DfE's statutory guidance Working Together to Improve School Attendance (July 2026 edition); and Keeping Children Safe in Education 2026 (in force from 1 September 2026)

1. Aims

At Princess May Primary School we aim to provide the best educational experience possible for your child, and we know that positive behaviour, good attendance and punctuality are essential in raising attainment and key to ensuring that your child has the very best chance to succeed. This policy sets out how, together, we will achieve this.

We are committed to meeting our obligations regarding school attendance through:

- Promoting good attendance and preventing patterns of absence from developing
- Reducing absence, including persistent and severe absence, through our use of attendance data to spot patterns
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

It is a parental responsibility to ensure a child's regular attendance at school; persistent absence without an appropriate or good reason is against statutory requirements and may result in prosecution. The School Attendance Lead will consider possible risk factors regarding absence and ensure that appropriate risk assessments are undertaken where needed, in line with the school's Safeguarding and Child Protection Policy and, where needed, with the support of external partners such as educational psychologists, the Hackney Early Help team and social care.

2. Legislation and guidance

This policy meets the requirements of the DfE's statutory guidance Working Together to Improve School Attendance (updated July 2026), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. It is issued under section 175(4) of the Education Act 2002, sections 19(4A) and 444B(3) of the Education Act 1996, and section 19(9) of the Anti-Social Behaviour Act 2003, and is drawn from:

- 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.

What has changed for 2026–27: The DfE updated Working Together to Improve School Attendance on 9 July 2026. The changes are largely technical clarifications rather than a change in the underlying law, but they tighten several expectations that this policy now reflects, including: registers being taken at the same time for all registered pupils in both sessions; a narrower, more clearly defined basis for requesting medical evidence; an expectation that reasonable adjustments and phased returns are actively considered for pupils with SEND before other interventions; remote education being used only as a genuine last resort within a structured return-to-school plan (with the pupil still coded as absent); explicit reference to identifying and monitoring young carers; and a revised benchmark — a comparison against the median of similar schools, alongside the national average — used by the local authority when considering whether to hold a Targeting Support Meeting with the school. From September 2026, attendance also sits within a dedicated 'Attendance and Behaviour' judgement in the Ofsted inspection framework.

3. Safeguarding

Attending school regularly promotes the welfare and safety of children while they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families, and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm. The DfE's

Keeping Children Safe in Education 2026 guidance (in force from 1 September 2026) reinforces that being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. See Hackney Education's Children Missing Education Policy and Procedures for further information.

Safeguarding the interests of each child is everyone's responsibility. Within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, health and safety, access to the curriculum and anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM (Female Genital Mutilation) and CSE (Child Sexual Exploitation). See the school's Safeguarding and Child Protection Policy for more information.

In order to safeguard the children in our care it is vital that parents/carers provide us with current contact details and at least two other contact numbers in case of an emergency.

4. Roles and responsibilities: who is responsible for attendance at Princess May?

School Governing Body

- Monitor attendance figures for the whole school on at least a termly basis
- Ensure school leaders fulfil expectations and statutory duties
- Hold the headteacher to account for the implementation of this policy and continuing attendance improvement, including reviewing historic and recent trends and benchmarking against comparator schools

Senior Attendance Champion

- Hannah Blunden, Assistant Headteacher, is the school's Senior Attendance Champion (contact via the school office on 0207 254 1589 or admin@princessmay.hackney.sch.uk)
- Champion attendance as a member of the senior leadership team, setting the school's vision for attendance and overseeing the systems that deliver it
- Monitor attendance results and the impact of strategies, and use data to target support

Headteacher

- Ensure implementation of the school Attendance and Punctuality Policy
- Monitor school-level absence data
- Monitor the impact of any implemented attendance strategies

School Attendance Lead

- Lead attendance across the school and evaluate expectations and processes
- Monitor attendance data across the school and at an individual pupil level, including identifying and monitoring young carers
- Report concerns about attendance to the headteacher
- Work with the School Attendance Officer and contracted Attendance Officer to tackle persistent absence and issues around punctuality
- Devise specific strategies to address areas of poor attendance identified through data, and consider reasonable adjustments and phased returns for pupils with SEND before other interventions
- Deliver targeted intervention and support to pupils and families, and organise/carry out home visits
- Follow up on unauthorised absences and CME (Child Missing Education)
- Meet with parents/carers regarding pupil attendance and punctuality
- Refer families for intervention including to Hackney Early Help and, if attendance becomes a safeguarding concern, to Hackney Children's Social Care
- Issue fixed-penalty notices, where necessary
- Analyse attendance data and report to governors, following the relevant Local Authority Code of Conduct

School Attendance Officer

- Ensure both am/pm registers are up to date daily, taken at the same time for all registered pupils in both sessions
- Produce daily ‘Fire Registers’ for both am and pm sessions, printed at 09:30am
- Take calls from parents about absence day-to-day and record this on the school system
- Follow up non-attendance by phone call, text and email; where no contact is made, this is reported to the School Attendance Lead by 12:30pm, who will risk assess whether there is a safeguarding concern
- Follow up on and record medical evidence required and provided for authorising an absence, in line with the school’s revised approach to requesting evidence (see section 7)
- Arrange parent/carer Attendance and Punctuality meetings with the School Attendance Lead
- Benchmark attendance data against national averages and the median of similar schools to identify areas of focus
- Provide weekly class/year group attendance figures for the whole-school ‘Achievement Assembly’
- Provide regular attendance reports to school staff and report concerns to the School Attendance Lead and headteacher
- Track attendance documentation and work with education welfare officers to tackle persistent absence

Class Teachers

- Using Arbor, record daily attendance am/pm using the correct codes and submit this to the school office
- Share up-to-date attendance and punctuality figures with parents/carers at termly parent meetings

Parents & Carers

- Ensure that your child attends school every day and on time
- Call the school to report your child’s absence and reason before 9:00am on the day of absence, and each subsequent day, advising when they are expected to return
- Provide medical evidence for an absence if requested by the school
- Provide at least two other emergency contact numbers and keep all emergency contact details up to date
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

- Attend school every day and on time

5. Promoting regular attendance and good punctuality

Ensuring regular attendance and good punctuality is the responsibility of parents/carers, pupils and the school. At Princess May, we aim to raise and maintain good levels of attendance and punctuality and celebrate this with our children and families. We will:

- Promote a positive and welcoming school atmosphere in which our children feel safe, secure and valued
- Raise awareness of the importance of good attendance and punctuality with children, parents/carers and staff
- Ensure that attendance is monitored effectively and that reasons for pupil absence are recorded promptly, correctly and consistently, including where a pupil is identified as a young carer
- Give parents/carers details on attendance in weekly school newsletters and at admission interviews
- Contact parents/carers should their child’s attendance fall below 95%
- At the start of each term (every 6–8 weeks), message parents/carers of any children with attendance below 95%, specifying the number of school days missed — a ‘Fresh Start’ to improve attendance for the next half term
- Report to parents/carers on their child’s attendance, absence levels and punctuality in end-of-year school reports

- Share our school safeguarding duty regarding attendance, and the importance of notifying the school of any absence on Day 1
- Treat unknown first-day absence as a safeguarding priority in order to make contact with the child's parent/carer
- Celebrate excellent attendance during our weekly achievement assembly and in our weekly school newsletter
- Reward good or improving attendance
- Provide before and after school provision (Breakfast Club & After School Club) to support working and/or studying parents/carers, including those with multi-school drop-offs/pick-ups
- Contact parents/carers when their child's punctuality is a concern, e.g. three instances of being late after registers have closed, warning that five or more lates is considered persistent lateness
- Arrange parent/carer meetings with the School Attendance Lead to discuss attendance and punctuality and how the school can support families
- Work with families on home/school attendance and punctuality agreements, setting 3–6-week targets for improvement

6. Recording attendance: the daily register

We will keep an attendance register and place all pupils onto this register. In line with the 2026 guidance, the register for each session will be taken at the same time for all registered pupils — including those on a part-time timetable, a phased return, or any other bespoke arrangement — so that timings do not drift and registration data remains accurate and consistent.

The register will be taken at the start of the first session of each school day (am) and once during the second session (pm), and will mark whether every pupil is present, attending an approved off-site educational activity, absent, or unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include the reason for the amendment, the date it was made, and the name and position of the person who made it. See Appendix 1 for the DfE attendance codes.

Pupils should arrive in school each day between 8:45am and 8:55am. Breakfast Club starts at 7:45am; children arriving before this time must remain supervised with an adult until the school gate opens. The school gates are open from 8:45am each day for a 'soft start', with a member of staff present in the playgrounds and stairways, and the morning session begins at 8:55am. The gate closes at 8:55am.

The register for the first session (am) opens at 8:55am, at the start of the morning session, and class teachers will close registers at 9:25am; the register is therefore open for 30 minutes, which is the statutory maximum. A child who arrives by 8:55am is marked present; a child who arrives after 8:55am but before the register closes is marked late (code L); any child arriving after 9:25am, once the register has closed, is marked U (arrived after registration closed – an unauthorised absence for the session). Children who arrive after the gate has closed are marked late (or U, once the register has closed) by the office on arrival. Fire registers are printed at 9:30am. The register for the second session (pm) opens at 13:00 for EYFS and 13:30 for KS1 and KS2, and is closed 30 minutes later (at 13:30 for EYFS and 14:00 for KS1 and KS2), so that, as required, the register is open for the same length of time in every session. In the afternoon, a child arriving after the register has closed is marked U in the same way.

A child arriving after the register has closed (after 9:25am) is recorded as U: they are on site for safeguarding and fire purposes, but this does not count as a present mark and is an unauthorised absence for the session. The School Attendance Officer will liaise with the School Attendance Lead regarding any reasons given by the parent/carer for amendments to this mark.

7. Authorised and unauthorised absence

A child's absence is recorded as either 'authorised' or 'unauthorised' for the am session, pm session or whole day, based on information provided about the cause of absence.

Authorised absences

An authorised absence may be planned or unplanned — for example, illness or an unavoidable medical or dental appointment. In line with the DfE's July 2026 guidance, we will request medical or other evidence only where we have a genuine and reasonable doubt about the authenticity of an illness, or

where we are seeking to understand and support a pupil with a complex, long-term or frequently recurring pattern of illness, so that we can put appropriate provision in place. We will not ask for medical evidence unnecessarily, and evidence requests will remain the exception rather than routine practice.

Attending a medical or dental appointment which unavoidably falls during the school day will be counted as authorised, provided the parent/carer notifies the school in advance and provides evidence of the appointment showing both time and date. Depending on the appointment time, children will be expected to attend school before or return to school after the appointment. We strongly encourage parents/carers to make medical and dental appointments outside school hours where possible.

Parents/carers must notify the school of the reason for their child's absence on the first day of an unplanned absence by 9:00am, or as soon as practically possible, by calling the school office on 0207 254 1589 (see also Absence Procedures below).

Religious observance where the day is exclusively set apart for religious observance by the pupil's parents' religious body will be authorised. An additional absence due to staying up late for religious celebrations, or travel to/from visiting family for such celebrations, will not be authorised.

Traveller pupils travelling for occupational purposes: absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision elsewhere.

SEND, mental health and reasonable adjustments

Where a pupil's attendance is affected by their SEND, a disability, or their mental or emotional health, the school will actively consider what reasonable adjustments can be made, in line with our duties under the Equality Act 2010. Time-limited, planned phased returns will always be considered and, where appropriate, put in place before other interventions are used. Where remote education is used, it will only be as a genuine last resort, forming part of a clear, time-limited, structured plan to return the pupil to school — the pupil will continue to be coded as absent while receiving remote education, which is not recorded as attendance.

Unauthorised absences

An unauthorised absence is one which is not considered reasonable and for which permission has not been given. This can lead to the Local Authority using sanctions such as Penalty Notices and/or legal proceedings. Unauthorised absence includes, for example:

- Parents/carers keeping their child off school unnecessarily, e.g. because of a late or restless night, tiredness, or a non-infectious illness such as hay fever, a headache or a minor injury that would not affect their ability to learn
- Non-attendance due to a parent/carer being unwell, or needing to be home for a tradesperson appointment
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark on the attendance register
- Shopping trips, day trips, or looking after other children
- Non-attendance due to a sibling being unwell, or children accompanying siblings or parents to medical or other appointments (including to translate for an adult)
- Own or family birthdays, or visiting family members
- Staying home due to weather conditions unless directed to do so by the school
- Holidays taken during term time — 5 days (10 sessions) or more of unauthorised absence in a 10-week period can lead to a penalty notice from the Local Authority
- Other leave of absence in term time which has not been agreed by the Headteacher

At Princess May, the headteacher will not grant a leave of absence during term time unless it is considered an 'exceptional circumstance'. Leave of absence is only granted at the headteacher's discretion, including the length of time authorised. Each request is considered individually, taking into account the specific facts, circumstances and relevant context, and evidence of the exceptional circumstances may be required. Requests should be submitted as soon as anticipated and, where possible, at least 3 weeks in advance, using the leave of absence request form available on the school website.

Where a parent/carer removes a child from school during term time when an application for leave was refused, or where no application was made, the school will request the issue of a penalty notice.

Penalty notices

The school or local authority can fine parents for the unauthorised absence of a child of compulsory school age. See the Hackney Penalty Notice Code of Conduct. If issued with a penalty notice, each parent must pay £80 within 21 days or £160 within 28 days, made directly to the local authority; payment must be made in full, as part payments are not accepted. A second notice for the same child and parent within 3 years is £160 with no reduced rate, and no more than two notices can be issued to a parent for the same child in 3 years. Before a referral is made, parents will have been contacted about the absence, offered support and sent a written warning that a penalty notice is being considered. Penalty notices can be issued by a headteacher, local authority officer or the police. A penalty notice may be requested where a pupil has 10 or more sessions of unauthorised absence in a 10-week period, or has taken 10 sessions or more of unauthorised term-time leave in that period. The decision on whether to issue a penalty notice may also take into account the number of unauthorised absences within a rolling academic year, one-off instances of irregular attendance such as unauthorised holidays, and other relevant factors. If payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Monitoring shows a higher rate of absence and applications for leave in July and September — key transition points for our children — and absence during these times is often detrimental, particularly in September as children settle into new classes.

Any problems with regular attendance are best worked through with the school at the earliest stage possible. Where a child is reluctant to attend, the School Attendance Lead will work with the family to understand the root problem and provide necessary support, drawing on outside agencies such as the School Nurse, Local Authority Officers or Social Services where school intervention alone is not successful.

Absence procedures — what to do if your child is absent

- Contact the school on the first day of absence before 9:00am on 0207 254 1589, or by emailing admin@princessmay.hackney.sch.uk
- When reporting an absence, please give your full name, your relationship to the child, the child's full name, year group and class, and the reason for absence
- Contact the school on every further day of absence, again before 9:00am
- Ensure that the child returns to school as soon as possible

What the school does if your child is absent:

- Telephone or text parents/carers on the first day of absence if we have not heard from them, to gain an explanation. If we have not been able to ascertain where a child is, the absence will be recorded as 'N' until evidence is provided
- If the school cannot reach the parent/carer, we will try to contact the other listed emergency contacts
- The School Attendance Lead will risk assess, in line with the Safeguarding & Child Protection Policy, whether a home visit is required on day 1, considering whether the child is identified as vulnerable, has SEND, or is a known young carer. If there is no response for a second day, a home visit will be carried out
- If nobody is at the address during a home visit, a letter will be left asking the family to contact the school; the School Attendance Lead will attempt to speak with neighbours
- If a child is absent for a second day without contact, the school will inform and seek advice from Hackney Children's Social Care
- The school reserves the right to report an absent child to the police if no contact has been made for a third day, informing Hackney Children's Social Care; the child will be classified as a 'missing child'. This process may be accelerated for the most vulnerable pupils
- The correct attendance code will be identified and input as soon as the reason for absence is ascertained, no later than 5 working days after the session
- The School Attendance Officer will continue to call, text and email the parent/carer, and the School Attendance Lead will carry out further home visits and update Hackney Children's Social Care as necessary

8. Persistent and severe absenteeism

A pupil is defined by the Government as a ‘persistent absentee’ when they miss 10% or more of schooling across the school year for whatever reason. Severe absence is where a pupil misses 50% or more of school. Persistent absence causes considerable damage to a child’s education, and we need parents’/carers’ full support and cooperation to tackle this.

The School Attendance Lead monitors all absence thoroughly. If a child reaches the PA mark (90% attendance, equal to 19 days’ absence, or approximately 4 weeks) or is at risk of moving towards it, we will inform parents/carers. PA pupils are tracked and monitored carefully, combined with academic tracking where absence affects attainment. All PA pupils and their parents/carers are subject to school meetings, possible referral to the school nurse, and support plans.

Reducing persistent absenteeism

With our monitoring of attendance and work around unauthorised absence, we aim to have no child with school attendance of 90% or below. If a child’s attendance is deemed persistent absence, the school will work with the family to address this by:

- Using attendance data to find patterns and trends of persistent and severe absence
- Holding a meeting with the School Attendance Lead to discuss attendance and engagement, resulting in a home/school agreement setting out the plan, timeline and actions for each individual involved
- Providing access to wider support services to remove barriers to attendance
- Closer monitoring of attendance for any child identified as PA, including regular review meetings with parents/carers
- No further absences authorised without medical evidence
- Allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority or Hackney Children’s Social Care
- Use of individual incentive programmes, individual targets and participation in group activities to raise attendance
- A Penalty Notice Warning (PNW) letter sent to the parent/carer and discussed in a meeting with the School Attendance Lead, including next steps if attendance does not improve
- Working with the School Attendance Officer and School Attendance Lead to resolve problems together; where difficulties cannot be resolved this way, the school may refer the child to the Local Authority Attendance Officer and consult with Hackney Children’s Social Care

See Appendix 2 for the Attendance Table (attendance % = number of days absent = number of weeks absent). In all cases, reviews of attendance will consider safeguarding and risk factors.

9. Lateness and punctuality

Poor punctuality is not acceptable. At Princess May all children are in their reading lesson by 9:05am, which for EYFS, KS1 and some KS2 children is a phonics lesson, providing the much-needed early teaching of reading skills to support our children to become fluent, confident readers. Late-arriving pupils disrupt lessons, can be embarrassing for the child, and can encourage further absence. Good time-keeping is also a vital life skill.

A pupil who arrives after 8:55am but before the register closes at 9:25am is marked late (code L); a pupil who arrives after the register has closed is marked U (unauthorised absence).

- Parents/carers are informed of the timings of the school day; pupils should arrive between 8:45am and 8:55am
- The school gates are open from 8:45am, with staff present to support children to come inside
- Breakfast Club is open from 7:45am; children arriving before this time must be accompanied by an adult until the gate opens
- Children enter through a ‘soft start’ from 8:45am, with the register opening at 8:55am and taken promptly; a child arriving after 8:55am is marked late (L) until the register closes at 9:25am, and a child arriving after this point is marked U
- Children arriving after the gates are closed must come in via the school office; a reason for lateness will be recorded

- The School Attendance Officer keeps a formal record of pupil lateness and sends home ‘Punctuality’ letters to keep parents/carers informed
- If a child is late on 6 occasions, parents/carers will be asked to meet with the School Attendance Lead to agree a home/school plan of action
- Senior Leaders will regularly undertake a ‘Late Gate’ check, greeting late arrivals and speaking to parents/carers
- Any child arriving after the register has closed (after 9:25am) will receive a U mark: they are shown as on site, but this does not count as a present mark and is recorded as unauthorised absence, which may lead to a Penalty Notice if the problem persists
- At Princess May we expect all parents/carers and staff to encourage good punctuality by being good role models, and to celebrate good class and individual punctuality

Late collection

School finishes at 3:25pm for all children. Children not collected 5 minutes after the collection time of 3:35pm will be escorted to the school office and registered on the late collection register. Parents will be called to advise that their child must be collected, and a late collection fee may be charged. On the second occasion of late collection, a fee of £3 will be charged for every 5 minutes late.

After School Club: children not collected by 5:45pm will incur a payment of £3.00 per 5 minutes per child up to 6:00pm. If at 6:00pm a child has not been collected and no contact has been made, the school AHT/DSL will contact Hackney Children’s Social Care for advice and action.

The school DSL is notified of all repeated occurrences of late collection, and Hackney Children’s Social Care may be contacted for repeat offenders following a risk assessment. If you are late collecting your child on 3 occasions within the same half term, you may be required to attend a meeting in school, and the provision of After School Club may be withdrawn for a period of 3 weeks.

10. Monitoring and analysis of attendance data

The school will monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level; identify particular groups of children (including young carers, pupils with SEND, and disadvantaged pupils) whose absence may be a cause for concern; keep parents/carers informed; write to parents/carers if attendance drops below 95%; and invite parents/carers into school for a meeting with the AHT/DSL — School Attendance Lead — if a child’s absence drops below 92%, to prevent persistent absenteeism.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE’s school absence national statistics releases. The school will compare its attendance data both to the national average and to the median of similar schools, as set out in the July 2026 guidance, and share this analysis with the governing body.

The school will analyse attendance and absence data regularly to identify pupils or cohorts needing additional support, look at historic and emerging patterns, develop strategies to address these, and use data to monitor and evaluate the impact of interventions.

From September 2026, attendance sits within a dedicated ‘Attendance and Behaviour’ judgement under the updated Ofsted inspection framework. Governors will regularly review attendance data, discuss and challenge trends, benchmark against comparator schools, and ensure staff receive adequate attendance training as part of ongoing CPD.

This policy will be reviewed by Hannah Blunden, AHT/DSL and School Attendance Lead, as guidance from the local authority or DfE is updated, and as a minimum every 2 years. At every review, the policy will be approved by the full governing board.

11. Appendix 1: Attendance codes

The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition
/	Present (am)

Code	Definition
\	Present (pm)
L	Late arrival before the register has closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a supervised sporting activity approved by the school
W	Attending an approved work experience placement
B	Attending any other approved educational activity
D	Dual registered — attending a session at another setting where also registered
C1	Participating in a regulated performance or undertaking regulated employment abroad
M	Medical/dental appointment
J1	Interview with a prospective employer/educational establishment
S	Study leave granted for a public examination
X	Not required to be in school (non-compulsory school age)
C2	Part-time timetable
C	Exceptional circumstances — leave of absence granted
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not a medical or dental appointment)
E	Suspended or excluded, with no alternative provision made
Q	Unable to attend — lack of access arrangements
Y1	Transport not available
Y2	Widespread disruption to travel
Y3	Part of school premises closed
Y4	Whole school site unexpectedly closed
Y5	Criminal justice detention
Y6	Public health guidance or law prohibits attendance
Y7	Any other unavoidable cause
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived after registration closed
Z	Prospective pupil not on admission register
#	Planned whole-school closure

12. Appendix 2: Attendance table

Attendance % = number of days absent = number of weeks absent (approximate, based on a standard school year).

Attendance during one school year	Equals days absent	Which is about x weeks absence
95%	9	2
92%	15	3
90%	19	4
85%	29	6
80%	38	8
75%	48	10
70%	57	11.5