King's Worcester

Attendance Policy

(Including Children Missing Education)

Effective 4th November 2026

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1. Aims

The King's School, Worcester aspires to high levels of attendance for all pupils. Good attendance is essential for all pupils to get the most out of their school experience and can have a positive impact on their attainment, well-being and personal development.

The aims of this policy are as follows:

- to maintain a whole Foundation culture that promotes the benefits of good attendance
- to ensure, so far as possible, that every pupil in the Foundation is able to benefit from and make their full contribution to the life of the Foundation by attending school
- to prioritise, and where possible improve, attendance and punctuality across the Foundation, reduce absence and set out the Foundation's approach to the management of absence; and
- to recognise the links between attendance and absence and pupil well-being, specifically ensuring a consistent whole school approach to safeguarding.

2. Scope

This policy applies to The King's School, Worcester (the Foundation) which includes King's Senior School, King's St Alban's, Kings Hawford, and the EYFS settings at King's St Alban's and King's Hawford. This policy is published on the Foundation website.

This policy has regard to the following government guidance and advice:

- Keeping Children Safe in Education (September 2026)
- Working together to improve school attendance (July 2026)
- Children missing education: statutory guidance for local authorities and schools (September 2025)
- Summary of responsibilities where a mental health issue is affecting attendance (February 2023)
- Supporting pupils with medical conditions at school (August 2017)

This policy is written to be read in conjunction with and implemented alongside the following Foundation policies:

- Safeguarding and Child Protection Policy
- Missing Child Policy
- Special Educational Needs and Disability Policy
- Behaviour Management Policy

3. Contacts

The Foundation's School Attendance Champions are:

King's St Alban's	Nick Hawker, Head and Designated Safeguarding Lead
King's Hawford	Tom Butt, Head and Designated Safeguarding Lead
King's Senior School	Harriet Dyke, Deputy Head Pastoral and Designated Safeguarding Lead

4. The Importance of Good Attendance

In building a culture of good school attendance, the Foundation recognises:

- the importance of good attendance as a central part of the Foundation's vision, mission and values, and day to day life
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and/or disabilities, mental health and well-being, safeguarding, and support for disadvantaged pupils
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents/guardians; and

- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies.

5. Foundation Responsibilities

The Foundation will consistently promote the benefits of good attendance, setting high expectations for every pupil and communicating those expectations to King's families.

Where there are challenges to attendance, the Foundation will work effectively and respectfully with pupils, their families and, where appropriate, the Local Authority to address them.

The Foundation will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its Safeguarding and Behaviour Management policies and the Foundation's parent contract. It will act in a proportionate and targeted way, and ensure intervention is regularly reviewed.

The three schools in the Foundation have systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent. The Foundation monitors and analyses this data regularly to facilitate early intervention to address issues.

6. Staff Responsibilities

The School Attendance Champion

The Foundation has three senior members of staff on the Foundation Leadership Team who act as School Attendance Champions (SAC) across the three Foundation schools, and they have overall responsibility for championing and improving attendance in school. Details of the individuals appointed are at the front of this policy.

The responsibilities of the SACs are:

- to set a clear vision for improving attendance in the School
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff
- to regularly monitor and evaluate progress, including the efficacy of the School's strategies and processes
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils, parents and guardians.

Staff with pastoral roles

Each pupil in the King's Foundation has a pastoral team with responsibility for their care, as follows:

King's St Alban's	Form Teacher, Deputy Head, Head
King's Hawford	Form Teacher, Assistant Head Pastoral, Head
King's Senior School Lower Years	Tutor, Assistant Head of Lower Years, Head of Lower Years
King's Senior School Middle Years	Tutor, Head of House, Assistant Head of Middle Years, Head of Middle Years
King's Senior School Sixth Form	Tutor, Head of House, Assistant Head of Sixth Form, Head of Sixth Form

Each pupil's pastoral team has the day-to-day responsibility for monitoring and promoting good attendance and punctuality by:

- having a formal routine for registers being taken accurately each morning and afternoon
- seeking explanations of absences required from pupils on their return to school
- making enquiries about unexplained absences, including those within the school day, and follow up with the pupil and their parents/guardians to ensure that an explanation has been formally given to the School
- looking out for trends or patterns in a pupil's attendance and informing the School Attendance Champion of any specific concerns
- dealing with lateness to school and lessons consistently and promptly
- considering appropriate sanctions for pupils who arrive late to lessons in line with the School's Behaviour Management policy; and
- discussing non-attendance and/or lateness with pupils and their parents/guardians to emphasise the importance of punctuality and attendance.

Teaching Staff must keep accurate, up-to-date registers and follow up absences and late arrivals. Registration is carried out through iSAMS and national attendance codes are used. These are listed in Appendix 1.

School Office Staff will accurately complete admission and attendance registers on iSAMS and have effective day to day processes in place to follow-up absence. They will also process communications with parents and guardians that relate to absence and record these on the school system.

7. Monitoring Attendance

The Foundation attendance target is set at 95%.

The Foundation undertakes regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the Foundation and develop strategies to address them. Such analysis may include:

- monitoring and analysing attendance patterns and trends and providing support in a targeted way to pupils and families
- using this analysis to provide regular attendance reports to pastoral teams and the safeguarding team to facilitate discussions with pupils and their families
- conducting analysis of half-termly, termly, and full year data to identify patterns and trends
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement
- attendance being discussed at SLT and FLT meetings
- providing data and reports to the Governors to support its work. FLT report on cohort attendance levels to Governors on a termly basis.

8. Pupil Responsibilities

Pupils should be aware that:

- they are expected to be present in-person for the duration of each school day
- they are expected to arrive on time and attend all timetabled lessons
- they should not leave a lesson or the school site without permission
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy
- any unexplained absence will be followed up
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
    - offers of support to seek to identify and address any barriers to attendance
    - communication with parents and guardians
    - sanctions in line with the Foundation's Behaviour Management policy.

If pupils are having difficulties that might be a barrier to them attending school or specific lessons regularly, they are encouraged to speak to a member of their pastoral team, as outlined above.

9. Parent and Guardian Responsibilities

It is the responsibility of every parent and guardian to make sure their child receives an efficient, full-time education suitable to their age, aptitude and any special educational need they may have.

This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

Parents and guardians are bound by the terms relating to conduct and attendance in the Foundation's parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent/guardian is treating the School unreasonably.

Informing the School of unexpected absence

Parents and guardians must inform the School on the day of an unexpected absence, such as illness, in the following way:

King's St Alban's	Email: ksa@ksw.org.uk	Telephone: 01905 354906
King's Hawford	Email: khabsence@ksw.org.uk	Telephone: 01905 451292
King's Senior School	Email: absence@ksw.org.uk	Telephone: 01905 721704

Informing school of appointments

Parents and guardians are discouraged from making appointments, such as dental and medical appointments, during the school day in term time. That said, the Foundation understands that this is not always possible, and so parents and guardians must inform their child's school of any scheduled appointments, via the contact details above. Permission is likely to be granted on such occasions.

Requesting a leave of absence

A leave of absence will only be authorised in exceptional circumstances and at the discretion of the respective Head of King's St Alban's, King's Hawford or the Head of Foundation at the King's Senior School. Parents and guardians must seek prior permission for a leave of absence from school as follows:

King's St Alban's	Email: nhawker@ksw.org.uk
King's Hawford	Email: tbutt@ksw.org.uk
King's Senior School	Email: head@ksw.org.uk

Each request will be considered on a case-by case basis, with the Head of Foundation's/Prep School Head's decision on what constitutes an exceptional circumstance based on the individual context behind the request. Examples of exceptional circumstances would include the wedding, funeral or graduation ceremony of a close relative.

The Head of Foundation/Prep School Head will not authorise a leave of absence for holiday or other

absence for leisure or recreation as it is expected that these will not be arranged during term time. King's Foundation term dates are set well in advance and available on the School's website. These dates enable the delivery of the curriculum, providing essential teaching contact time, and for families to plan their holidays accordingly.

10. Information Sharing

With due regard for Keeping Children Safe in Education, the Foundation acknowledges the importance of information sharing between schools and the Local Authority to help identify children missing education and help protect children from potential harm.

The Foundation will liaise with **Worcestershire Children First** on matters relating to attendance, via their Education Engagement Team: Attendance and CME | Worcestershire County Council.

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The Foundation is legally required to share information from the registers with the Local Authority. As a minimum this includes:

- new pupil and deletion returns
- attendance returns
- sickness returns
- pupils on part-time or phased return timetables

The law allows local authority officers access to the attendance and admission registers of all types of schools, to support joint working between schools and local authorities.

The Foundation must provide specific pupil information on request to the Secretary of State. The King's School, Worcester meets this requirement by having an electronic management information system containing the required information that can be accessed by the Department for Education.

11. Responding to Non-attendance

The Foundation will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour management policies and the Foundation's parent contract. It will act in a proportionate and targeted way and ensure intervention is regularly reviewed.

12. Additional Needs

The Foundation recognises some pupils may find it harder than others to attend school, and will work with those pupils and their parents and guardians to try to remove barriers to attendance by working together to put the right support in place.

The Foundation will make reasonable adjustments where a pupil has a disability that puts them at a

substantial disadvantage in relation to school attendance.

Where needed, the Foundation will also work with the Local Authority to develop specific support approaches for attendance for pupils with special educational needs and disabilities.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with families to identify alternative sources of support and consider, where appropriate, making a referral for Early Help.

13. Children Missing Education

Children Missing Education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

As a school, the King's Foundation has a series of responsibilities as outlined in the **Children missing education: statutory guidance for local authorities and schools** (2025). For example, the Foundation has a duty to inform the appropriate Local Authority if:

- a child is absent for 10 days following on from a period of approved leave
- a child is absent for 20 consecutive days without approved leave
- a child is deleted from the register when the next school is not known
- a child is absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14. Review

This policy will be reviewed by the King's Senior School Deputy Head Pastoral annually or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

The Foundation Leadership Team will review and approve significant policy changes every year or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Annex A - King's Senior School

1. Procedure for morning registration

All pupils should be in their Tutor Room by 8.30am. The Tutor will take the register, with regard to national attendance codes. Pupils must never fill in the register.

Having registered the choristers for morning rehearsal at the cathedral, the Cathedral Director of Music (or Assistant Director of Music) will report to the School Office for morning registration upon the choristers' arrival on site

2. Procedure for afternoon registration

All pupils should be in their period 7 lesson by 2.25pm. The subject teacher will take the register, with regard to national attendance codes. Pupils must never fill in the register.

Any Sixth Form student who has a study period at that time will register in the School Office.

The Foundation is mindful of the statutory guidance in Working Together to Improve School Attendance regarding the consistent management of registration times. As the Foundation comprises three schools serving pupils across a wide age range, the practical scheduling of the school day differs between the three settings. In particular, differing timetables, staggered lunchtimes, lessons and co-curricular provision mean that afternoon registration cannot currently take place at a single common time across the Foundation. Afternoon registration therefore takes place at the time specified for each school, within the overall period of 1.15pm to 2.25pm.

The Foundation acknowledges that there will be occasions where the afternoon register may be taken in advance of the specified time (for example, where a year group has a games afternoon) in which case the register will be taken prior to leaving, the pupils will remain fully supervised following registration, and the register will be submitted prior to 2.25pm.

3. Late pupils

Pupils arriving to morning registration after 8.30am should be marked in iSAMS with the L code. This also applies for pupils arriving late to subsequent lessons during the school day.

Pupils arriving after the morning register has been completed and closed, should report to the School Office to sign in. The School Office will register all latecomers with the appropriate symbol.

If a pupil persistently arrives late through fault of their own, the Behaviour Management Policy may be activated and a sanction issued.

4. Absent pupils

At 9.05am, the School Office compiles a list of absentees and:

- checks against pupils registered in Period 1 and updates the register accordingly
- contacts the parents or guardians of those registered absent in either Morning Registration or Period 1 by the end of period 2
- ensures that by 10.30am, the Deputy Head Pastoral is alerted should there be any pupil who is

unaccounted for

- fills in the appropriate attendance code once the reason for their absence is known.

5. Pupils missing from lessons

Teachers will only mark as present pupils who are in their lesson. They will then seek to establish the location of a missing pupil and mark them as N in the register.

The School Office will check absence communications, pupils on fixtures or school trips, pupils with internal appointments and whether the pupil is at the Health Centre or Bright Room, has a school counselling appointment, or is in a music lesson.

If the pupil is still not located, the School Office will notify the safeguarding team and Deputy Head Pastoral, as appropriate.

Where there are concerns of a missing child, the School Office will activate the Missing Child Policy and related processes to locate the child safely.

6. Permission to leave the School grounds

No pupils are allowed to leave the school grounds during lessons or short break, from 10.20 – 10.40am.

Pupils leaving the site during lessons for a pre-authorised appointment must sign out in the School Office prior to departure and should sign back in on their return.

During lunch time, students in the Sixth Form have permission to go into town. This permission may be withdrawn at any time, in the case of any individual student.

7. Illness during the school day

If a pupil feels ill during the school day, they should report to the Health Centre, or the School Office if the Nurse is not in the Health Centre.

If a pupil is too ill to remain at school, the Nurse or, in their absence, the School Office will contact the pupil's parent or guardian.

The Nurse keeps a log of the time of arrivals at and departures from the Health Centre. They will also update iSAMS so that pastoral teams, teaching staff and the School Office know if a pupil is in the Health Centre for an extended period of time.

8. Games fixtures, school trips and commitments

School matches are arranged during academic lesson time only in exceptional circumstances. These will be listed in the School Calendar and brought to the attention of teaching staff through the Staff Daily Notices. Pupils should ask permission from teaching staff to be absent via email or speaking with them in person.

The same procedure applies to school trips when permission has been given for these to take place during a school day.

When a pupil is selected for a school team, they are expected to play unless there is a clash with an academic commitment. If a school match clashes with another extra-curricular commitment, the match will normally take precedence, but negotiation should take place between the members of staff

concerned.

Attendance at a Saturday morning Detention takes priority over all other school commitments. Any problems with conflicting activities should be brought to the attention of the Deputy Head Pastoral at the earliest opportunity.

9. Music and LAMDA lessons

Music and LAMDA lessons are timetabled on a rotating system. The same period should not be missed more than twice a term. However, it may sometimes be necessary for a pupil to miss some lessons more than others if a peripatetic teacher can only come in on certain days.

A pupil should obtain permission from their subject teachers at least a day in advance of a music or LAMDA lesson by emailing the subject teacher or speaking with them personally. This permission will always be granted unless the circumstances are exceptional, in which case the teacher should raise the matter with the Director of Music / Head of Drama and not the pupil concerned.

Any teacher concerned at the number of academic lessons missed by a pupil taking music lessons should raise the matter with pastoral staff or with the Director of Music directly.

Music and LAMDA lessons for members of the Sixth Form should be arranged whenever possible during supervised study periods or outside lesson time.

Pressure should never be put on a pupil to decide between conflicting commitments although the views of pupils and parents/guardians will be taken into consideration.

In all cases of absence, it is the pupils' responsibility to find out about and then catch up with any work missed and to complete any homework assignments.

Annex B - King's St. Alban's

1. Attendance and Registration Procedures

Morning: All Classes complete registration on iSAMS. The School Office checks for any unknown absence at 9.00am.

Afternoon: All Classes complete registration on iSAMS. The School Office checks for any unknown absence at 1.40pm.

Pupils who miss registration must report to the School Office.

Exceptions:

Y3-6 Games afternoons – a boys' and girls' register will be taken in the changing rooms by staff. The School Office will be notified of absentees before groups leave for their Games lessons and Form Registers on iSAMS will then be completed.

Choristers – Having registered the choristers for morning rehearsal at the cathedral, the Cathedral Director of Music (or Assistant Director of Music) will report to the School Office for morning registration upon the choristers' arrival on site.

2. Late pupils

Pupils arriving to morning registration after 8.40am should be marked in iSAMS with the L code.

Pupils arriving after the morning register has been completed and closed, should report to the School Office to sign in. The School Office will register all latecomers with the appropriate symbol.

3. Sign out

All pupils must sign out with the assigned member of staff at the end of the school day, or the end of clubs. If any child fails to sign out, the school office will make a follow-up phone call to parents/guardians.

4. Pupil absence from school during the day (appointments etc.)

If a pupil is to leave school during the day, s/he must report to the School Office before leaving ***and*** on their return.

5. School outings

A register of pupils involved in ***any*** outing must be left with the School Office prior to departure. The School Office should be notified on the group's return.

6. Permission to leave the school grounds

No pupil is to leave the school grounds without the permission of the Head except as part of a school activity.

7. Music and LAMDA lessons

Music and LAMDA lessons are timetabled on a rotating system. However, it may sometimes be

necessary for a pupil to miss some lessons more than others if a peripatetic teacher can only come in on certain days. Time tabled lessons will be published in advance and Form Teachers will prompt children at morning registration on the day of their lesson.

A pupil should never be put under stress because of the problems caused by a clash between music and academic lessons.

Any teacher concerned at the number of academic lessons missed by a pupil taking music and LAMDA lessons should raise the matter with the Form Teacher. Pupils are expected to copy up any work missed as a result of a music or LAMDA lesson and, if appropriate, to complete any homework set in a lesson that has been missed. Staff will assist younger children to catch up on any work, by photocopying or printing off typed notes of necessary sections, rather than expecting a child to copy up missed notes. Staff will guide them as to what should be caught up, whilst expecting that they become increasingly independent in this respect.

8. Illness during the School day

If a pupil feels ill during a lesson s/he should ask permission of the class teacher, who will use their discretion before sending them to the Matron, sometimes accompanied by another pupil who will then return at once to the lesson. If for any reason Matron is absent, pupils should go to the School Office where a list of members of staff with First Aid training is kept. If a child feels ill during break/lunchtime, they should talk to the member of staff on duty who will send them to Matron if required.

If a pupil is too ill to remain at school, the Matron or, in her absence, the School Secretary, will contact the pupil's parent/guardian.

Annex C - King's Hawford

The following points are provided as an outline of the procedures to be followed in relation to the daily registration of pupils. They should be read alongside the DfE guidance in the registers, although in some cases where this guidance is of a non-obligatory nature it will be noted that the points below detail the School's preferred procedures.

1. School begins at 8.35am.
2. Registration is 8.35am – 8.45am. It is taken by the form teacher using iSAMS.
3. After 8.45am registration passes to the School Office.
4. Registration will take place in the classrooms by 8.45am, after which time returns should be submitted to the School Office. The School Office checks for unknown absences at this point. Teachers should mark as present all pupils in the classroom at registration. Any pupils arriving after registration has passed should report to the office to be marked present. Pupils arriving to school after the end of registration should report to the office but will be given a late mark. There is no need for staff to mark pupils as absent at registration as this will be undertaken by the office after checks have been completed.
5. Assembly will take place from 8.45am – 9.05am.
6. If a pupil arrives late to a lesson, staff should ensure that they have reported their arrival to the office.
7. Pupils who have a medical appointment but attend school for part of the morning or afternoon session are to be marked as present for that session. However, for safety reasons their departure and return must be recorded at the School Office with a physical handover with parents/guardians.
8. Afternoon registration will take place upon the pupils return from lunch break. Unless the pupils have left the premises, a late mark cannot be given for this registration. Staff should mark those present and, if the whereabouts of a pupil cannot be ascertained, inform the Head. Register returns will be picked up by the School Office. Pupils who have not been registered for the afternoon session should be sent to the School Office upon their return. The office staff will alert the Head of the names of pupils who are regularly late for afternoon registration.
9. Details of the authorisation of absence are given in the register. Relevant codes to be allocated are to be found at Appendix 1. The absence notification by parents/guardians will, in most cases, give the reason for absence. If there is any doubt, contact the Head. The insertion of the letter assigned to the absence should be placed clearly within the circle for the final session of absence. Although this procedure is also to be followed by Reception staff, it should be noted that the DfE does not require returns for pupils under the age of 5 years.
10. Unauthorised absences should not be entered by staff without consulting the Head. The Head must be advised if staff feel the need to so categorise an absence .

Absences for Music and LAMDA lessons:

- Instrumental tuition is provided weekly for 30 weeks per year by peripatetic music teachers. Instrumental and LAMDA lessons take place throughout the school day, throughout the week. All

lessons rotate, ensuring no child misses the same lesson twice within the same term. Because of this, parents/guardians and pupils do not need to fix lessons in break and lunch times, and are kindly requested not to make such arrangements, as this reduces the amount of time through which other pupils' lessons can rotate.

- It is the responsibility of each pupil to check the time of their instrumental or LAMDA lessons. Timetables are displayed on the notice board inside the music room. Most peripatetic teachers also send a copy home for reference. All staff at King's Hawford are aware that pupils receive instrumental and LAMDA tuition and grant permission for them to leave time-tabled lessons at the appropriate time.

Appendix A - Attendance Codes

CODE	MEANING	TYPE
/ \	Present at the School. / morning \ afternoon	Present mark
B	Attending any other approved educational activity: • Alternative Provision not arranged through the approved framework.	Present mark
C	Authorised circumstance (see table below for the **C code** for breakdown).	Authorised Absence
D	Dual registered at another school. • Attending Alternative Provision at another school site • Hospital education • Education at a secure/residential site	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the School or term-time leave not granted by the School.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the Local Authority: • Home tutoring • Approved framework for alternative provision • Blended learning.	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the School because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent/guardian travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark

W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see table below for the **Y code** for breakdown).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

The Y code: Unable to attend school because of unavoidable cause is broken down into the following subcodes to provide better differentiation of the reason:

CODE	MEANING	TYPE
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. Contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent/guardian.	Not expected to attend

The C code: Authorised circumstance is broken down into the following subcodes to provide better differentiation of the reason:

CODE	MEANING	TYPE
C1	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the School will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the School's discretion.	Authorised Absence
C2	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C3	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence