St Gabriel the Archangel Catholic Multi-Academy Trust

St. Mary's Catholic Primary School NEWCASTLE

Attendance, Absence and Leave of Absence During Term Time Policy

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1. Aims

Policy Statement

Regular attendance and punctuality are essential if children are to make good progress at school and maximise their full spiritual, academic and social potential in a caring and supportive environment. Staff, governors and Directors are committed to working in partnership with parents and carers to ensure that it is effectively and appropriately implemented.

Our St Mary's aim to achieve excellent attendance and punctuality by operating an attendance policy within which staff, students, parents/carers, other agencies and when appropriate, the Education Welfare Service can work in partnership. We maintain attendance records and initiate quick and early intervention when a problem is identified. We feel it is crucial that children develop the habit of regular and punctual attendance and learn to be responsible and reliable from the very start of their school career, whether or not they are of statutory school age. Staff encourage and expect excellent attendance and punctuality and liaise with parents/carers and other agencies when appropriate. In addition, good attendance and punctuality are seen as achievements in their own right and are recognised and rewarded as such. We believe that that the most important factor in promoting good attendance is development of positive attitudes towards school life with a whole school approach. This policy is based on the premise of equal opportunities for all. It is the right of every child to receive an education. To do this, we must work with families to ensure that everybody understands their role and responsibilities in ensuring a child's excellent attendance.

2. Who is responsible for this policy?

- The school has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or collegiate framework.
- The local governing body and senior leadership team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3. Definitions

- 'Session' is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon), divided by a break, for which attendance must be recorded.
- 'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.
- 'Unauthorised absence' is where the school is not satisfied with the reasons given for an absence.

4. Legal duty

- Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of compulsory school age receive efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered.

- A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.

5. School commitment

- Everyone in school is committed to promoting excellent attendance and punctuality.
- All members of staff are made aware of how their role impacts on attendance and punctuality as well as the expectations of them in ensuring consistent application of the policy and the use of absence codes. Training will support this commitment. All staff, regardless of role, receive training in promoting good attendance as part of induction. The extent and regularity of the training will be proportionate to the role undertaken but the message will be clear that every member of staff can make a difference.
- The school will listen to and support pupils and parents/carers to achieve good attendance and punctuality, working closely with parents/carers where absence is a cause for concern.
- The school strives for 100% attendance for all pupils with a minimum expected target of 96%.

6. Key Information

- The school day starts 8:45am and ends at 3:15am
- The Senior Leader responsible for championing attendance is **Mrs D Mellor** and can be contacted via the school office. **Mrs Pauline Whiston** (DSL, FSW and attendance oversight) and **Mrs L Allmark (**Admissions and Attendance Officer), also make up the team responsible for attendance.
- All absences should be reported by parents before 9am by ringing the school's dedicated attendance line 01782 619685 option 1 and by speaking to the school's attendance officer/administrator.
- School staff may carry out a home visit at *any* point if a child is absent for *any* reason
- The school will always prioritise support over legal interventions. However, the school has a duty of care to inform parents that do not respond to the advice and support offered that a referral will be made to the Local Authority,

7. Legislation and guidance

This policy meets the requirements of the 'Working together to improve school attendance' August 2024 from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

This policy should be read alongside statutory safeguarding guidance, including *Keeping Children Safe in Education (KCSIE) 2026*, which recognises poor attendance, persistent absence and children missing education as potential indicators of abuse, neglect, exploitation, mental health difficulties or other safeguarding concerns. Attendance information will be considered as part of the school's wider safeguarding responsibilities, and concerns will be shared with the Designated Safeguarding Lead where appropriate

8. Roles and responsibilities

(a) The Archangel Gabriel Multi Academy Trust is responsible for:

- Devising and reviewing the Attendance strategic plans for the Trust schools
- Reviewing and setting targets as part of the strategic plan
- Advising schools on matters relating to school attendance and support as required

(b) The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

(c) The Headteacher/ Head of School is responsible for:

- Devising and reviewing this policy
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors and the Senior Leadership team who will, in turn, report it to the Board of Directors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

(d) The designated attendance team (which includes S.L.T, the attendance champions and DSL/Family Support Worker) is responsible for overseeing:

- Leading attendance across the school including promoting the profile throughout the school thorough ongoing communication, recognition and rewards
- Offering a clear vision for attendance improvement

- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Quality Assurance to ensure that systems are followed by all staff
- Regularly monitor and evaluate school strategies progress and performance

(e) The Attendance Officer is responsible for:

- Attendance monitoring and management (see section 11). This includes overseeing the office team in checking for missing marks and absent pupils by checking class registers during each session.
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Education Welfare Officer responsible for attendance and the Principal.
- Work with the Education Welfare Officer to tackle persistent absence

(f) Teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the Attendance Officer using Arbor.
- Encouraging students to achieve excellent attendance through praise, recognition and pastoral care.
- Notice any attendance patterns causing concerns and discuss with the pupil or alert the relevant member of staff.

(g) School admin/office staff are responsible for:

- taking calls from parents about absence and record it on the school system.
- Transfer calls from parents and pupils to the Attendance Officer/SLT/Safeguarding in order to provide them with more detailed support on attendance.

(h) Parents/carers are responsible for:

- Making sure their child attends school every day and on time.
- Contacting the school to report their child's absence before a time set by the school 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
- Being aware that it is offence for their child to be absent from school without a valid reason
- Being aware that it is only school who can determine that an absence from school is 'authorised'
- Avoiding holidays/leave of absence during term time except in exceptional circumstances by completing the 'exceptional circumstances' form

(i) Pupils are responsible for:

- Aiming to achieve 100% attendance by arriving to school every day and on time
- Arriving to lessons on time
- Speak to member of staff if there are any problems that may affect attendance, punctuality and learning

(j) The Education Welfare Officer is responsible for:

- Working with parents/carers and students to remove barriers to school attendance
- Support the academy processes to raise attendance levels across the school.
- Meet regularly with the attendance officer to ensure that pupils of concern are tracked carefully and appropriate actions are taken.
- Refer to the Education Welfare Service where appropriate.

9. Recording attendance

(a) Attendance register

We will keep an attendance register, and place all pupils onto this register. Registers will be marked using the Department for Education's Attendance and Absence codes and data is shared through the Education (Information about individual Pupils) (England) (Amendment) Regulations 2024.

Morning registration takes place daily at 8.45am and closes at 9.00am. Afternoon registration takes place at the start of the afternoon session. These registration times apply consistently across all year groups and classes.

On each occasion, it will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment
- See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

(b) Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by a time set by the school (9am) or as soon as practically possible by calling the school office/absence line on 01782 619685, or by email to office.stm@ctkcc.co.uk.

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

The school will not routinely request medical evidence for short-term illness. Evidence may only be requested where there are concerns about the authenticity of absences, a pattern of attendance concern, prolonged illness, repeated absences, or where support plans are being considered. The school will work collaboratively with families and seek evidence proportionately and reasonably.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

(c) Planned absence

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

Where possible we encourage parents/carers to make medical and dental appointments out of school hours. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and attend before and/or after the appointment.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please see section 10 to find out more about leave of absence requests.

(d) Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late 'L', using the appropriate code. A pupil will be marked as 'L' if arriving within 15 minutes after the start time (9:00am)
- After the register has closed will be marked as absent 'U', using the appropriate code. A pupil will be marked as 'U' if arriving after 30 minutes after the start time (9:15am). 'U' mark is classified as an unauthorised absence and can be counted towards potential legal action.

(e) Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Telephone the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason by 9:30am. If the school cannot reach any of the pupil's emergency contacts, the school may carry out or instruct the EWO to carry out a home visit. A follow up email will also be sent, asking parents/ carers to contact the school.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Education Welfare Officer and the DSL team, Local Authority Education Welfare and Children Missing Education. School will follow this up with emails asking parents to get in touch if calls go unanswered.

The school recognises that unexplained absence, persistent absence, severe absence and children missing education may be indicators of safeguarding concerns, including neglect, domestic abuse, child criminal exploitation, child sexual exploitation, mental health difficulties or other vulnerabilities. Attendance concerns will be considered alongside other safeguarding information and referred to the Designated Safeguarding Lead where appropriate.

(f) Reporting attendance to parents/carers

In line with DfE expectations, the school will regularly inform parents/carers about their child's attendance and absence levels via reports, attendance letters, attendance texts, telephone calls, meetings and at parents' evenings. Attendance information can also be provided if a parent requests it via the office.

10. Authorised and unauthorised absence

(a) Approval for term-time absence

The Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request, and request that any documentary evidence is submitted with the leave of absence request.

Examples of exceptional circumstances where leave day(s) *may* be granted during term time include:

- Funeral of parent, grandparent or sibling
- Serious illness of a close relative – only if the Principal is satisfied that the circumstances are truly exceptional
- Religious observance – The Education Act 1996 S444(3) (c), states ''on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs''. If necessary the school will seek advice from the parents' religious body to confirm whether the day is set apart. (Only 1 day will be authorised)

Examples of circumstances NOT considered as exceptional:

- Holidays abroad for the purpose of visiting a sick relative, except where that person is seriously ill. Medical evidence may be requested.
- Holidays taken in term time due to lower cost/parental work commitment.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the

school website or the school office. The Principal may require evidence to support any request for leave of absence. Requests made in retrospect will not be authorised.
Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the school office. The Principal may require evidence to support any request for leave of absence.

(b) Legal sanctions for an unauthorised leave of absence

If a term time leave of absence for five or more school days is not agreed to, and is recorded as unauthorised absence in the register, this will automatically be referred to the Education Welfare Service at the Local Authority which will result in:

- a Penalty Notice (fine) Payment of Penalty Notices within 21 days is £80 per parent/carer, per child, and payment after this time, but within 28 days is £160 per parent/carer, per child.
- Non-payment of the Penalty Notice may result in legal action for non-school attendance which could result in prosecution under Section 444(1) Education Act and/or s444(1)(a) Education Act 1996 , where, if convicted a parent/carer may be fined up to £2500.
- The maximum number of Penalty Notices/fines which the Local Authority will issue in respect of an individual child in a twelve month period is two. If a parent is fined for a second offence within 3 years, the amount will be £160 per parent, per child payable within 28 days. If there is a further offence within 3 years a penalty notice will not be considered and the case will be presented at the Magistrates Court were prosecution may be considered which can result in a criminal record and fines up to £2500.

If two or more leave of absences under five days are taken during the academic year which add up to five days or over, this may be referred to the Education Welfare Service at the Local Authority which could result in the fines as above.

If a student is unexpectedly absent the day(s) before, or after any planned leave of absence which then means the absence reaches five school days or over, the school will consider this as one period of unauthorised absence relating to a holiday (or other reason) and refer to the Local Authority which may result in a fine unless medical evidence or proof of evidence which confirms the original holiday dates applied for can be provided.

If a leave of absence has been taken under five school days and there is other unauthorised absence recorded, this could result in a 'Notice to Improve' issued from the Education Welfare Service at the Local Authority which could then result in a Penalty Notice (fine) being issued if there is no improvement in attendance. Payment of Penalty Notices is the same as in section (b).

If a student fails to attend school and their whereabouts are unknown, or, does not return to school on the date expected following a leave of absence the academy will implement the Local Authority's 'Children Missing Education' process on day six of non-attendance. On the twenty first day of non-attendance, the academy has the right to remove the student from the academy roll. The student will need to re-apply for a place. This may not be guaranteed due to other students who may be on the waiting list and the academy being oversubscribed.

(c) Authorised absence

Valid reasons for **authorised absence** include but are not limited to:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

11. Attendance monitoring and Management

We will monitor attendance and absence data on a weekly, half-termly, termly and yearly basis across the school and at an individual pupil level. We will identify whether or not there are particular groups of children whose absences may be a cause for concern and require support.

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 underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

(a) Analysing attendance

We will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify pupils at risk of persistent absence and proactively support these students

Daily Monitoring

The class teacher will take the register at the start of the morning and the afternoon session.

Registers are checked by 9.15am by the office staff and absences are recorded. By 9:30am, absence messages are recorded. A telephone call is sent to any parents where a reason for absence is not known. A follow up call may also be made to any parents where a reason for absence is not known by a member of the office staff or the senior management team.

Weekly monitoring

Attendance reports will be generated by the office staff to review attendance of pupils. Weekly attendance will be communicated on the Friday newsletter. Those pupils whose attendance falls below 96%/ 95%/90% will also be identified. We will work proactively with parents and pupils to improve their attendance The following actions will be taken:

- A phone call if attendance drops below 95% from a member of the attendance team.
- If a pattern is identified, parents/carers will be invited to a meeting to discuss attendance with EWO and FSW.
- Meeting with the Principal, Attendance Officer (and possibly EWO) if a pupil's attendance falls below 90% (PA)

Monthly monitoring

The attendance champion will generate the fortnightly attendance analysis in preparation for the meeting with the EWO and in line with Trust expectations. This will be discussed and actions allocated (as above). It will also be shared with the senior leadership team. If a pupil who is PA continues to

have falling attendance – a meeting or attendance clinic will be arranged with the parent, EWO and attendance champion and sometimes the Family Support Worker and principal to discuss what further support the school can offer.

(b) Using data to improve attendance

We will:

- Provide regular attendance reports to class teachers, and other school leaders, the LA and EWO to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

(c) Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Parent/carers will receive attendance letters, telephone calls, be invited in for a meeting once thresholds have been met. Attendance barriers will be explored with pupils and families at the earliest opportunity. Support strategies will be reviewed regularly and adapted according to need

If a student's absence is persistent, a letter will be sent home advising that no further absences will be authorised unless medical evidence is provided. This can be in the form of a GP letter, medical appointment card or the label from any prescribed medication in the pupil's name, covering the period of absence.

At any point, the Education Welfare Officer may become involved and carry out home visits, attendance clinics, late gates and offer support and advice around attendance and punctuality concerns.

The Academy will look at working with and meeting with parents and pupils to remove potential barriers to school attendance and offer support which may involve external support agencies, Early Help, Family Support etc.

If there is no improvement, and the recorded absence is unauthorised, the case will be referred to the Education Welfare Service at the Local Authority and a statutory 'Notice to improve' letter may be issued, a formal referral made and the statutory legal intervention process would be implemented. This could lead to a penalty notice fine, or prosecution in the Magistrates Court for non-school attendance.

12. Vulnerable Pupils

We recognise that some groups of pupils are more vulnerable to poor attendance than others. These groups should be carefully monitored, barriers identified, and intervention should be targeted where additional support is required.

Pupils with SEND, medical needs, mental health needs, young carers, children in need, children with a social worker, looked after children, previously looked after children, pupils in receipt of pupil

premium and those experiencing disadvantage may require enhanced attendance monitoring and targeted support.

Pupils Experiencing Mental Health Difficulties and Emotionally Based School Avoidance (EBSA)

The school recognises that attendance difficulties can sometimes arise from emotional wellbeing and mental health needs. Where Emotionally Based School Avoidance (EBSA) is identified, the school will work with pupils, families and relevant professionals to understand underlying barriers and provide appropriate support.

Support may include:

- Early Help assessment.
- Individual attendance support plans.
- Reasonable adjustments to the school day.
- Safe spaces and trusted adults.
- Referral to Mental Health Support Teams and external agencies.
- Graduated reintegration plans.

The school will prioritise support and intervention before considering enforcement action wherever possible.

13. Elective Home Education

If school receives written notification from parents that they wish to home educate their child, school will contact the parent and discuss their reasons in more detail, offering support to deal with any issues raised. If after this time the parent still wishes to home educate their child, the school will inform the Local Authority of the decision to remove the child's name from the admissions register.

Whilst school will not seek to prevent parents from choosing to home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record. Prior to deciding to home educate, parents are requested to contact state Local Authority Elective Home Education department.

14. Legal sanctions for unauthorised absence

Where support is not working, being engaged with or appropriate, the school will refer to the Local Authority, who can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The Education Welfare Service may take the following legal proceedings against you for failure to comply with the Law:

- A Penalty Notice payable of **a £80 or £160 fine.**
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under s444(1)(a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment.**

15. Policy Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every academic year. The policy will be presented at the full governing board (at school level).

16. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Home School Agreement
- Children with health needs who cannot attend school
- Supporting Pupils with Medical Needs

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
K	LA Alt prov	Attending education provision arranged by the LA
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
	Authorised absence	
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised absence	Leave of absence for the purpose of participating in a regulated performance or undertaking employment paid or unpaid
C2	Authorised absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling for work purposes, as agreed with the school
	Unauthorised absence	
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
Q		Unable to attend because of lack of access arrangements by LA to facilitate their attendance.
Y1		Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available.
Y2		Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency.
Y3		Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use.

Y4		Whole school closed when school was due to meet for a session, but session has been cancelled.
Y5		Unable to attend because pupil is subject to a sentence of detention.
Y6		Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease.
Y7		Unable to attend because of any other unavoidable cause. Note: Schools must also record the nature of the unavoidable cause.
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day