



**ATTENDANCE  
POLICY**

## INSIGHT MAT POLICIES AND PROCEDURES

### CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
Nov 2019	1.a	Minor Changes made
27/11/2019	2.0	Updated following approval at Board Meeting 27/11/2019
21/06/2021	2.a	Updated following review by Trustees
30/06/2021	3.0	Updated following approval at Board Meeting 30/06/2021
Summer 2023	3.a	Updated following review by Trustees
Summer 2023	4.0	Updated following approval at Board Meeting 14 <sup>th</sup> June 2023
Autumn 2024	4.a	Updated following legislation change
Autumn 2024	5.0	Approved – Chairs Action on 01.10.2024
Autumn 2025	5.a	Updated following review by Trustees
Autumn 2025	6.0	Updated following approval at Board Meeting

<b>Next Review</b>	Autumn 2026
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### AUTHORISATION

Signed:



2/12/25

Chair of Board

Date

# INSIGHT MAT POLICIES AND PROCEDURES

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## Attendance Policy & Procedure

### **Introduction**

Regular school attendance is the key to enabling students and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

Promoting excellent attendance is the responsibility of every member of the Insight Multi-Academy Trust (IMAT).

All students should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

This policy accords with:

- 'Working together to improve school attendance' 19<sup>th</sup> August 2024
- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

Whilst this policy pertains to all employees and, as appropriate, Governors, Trustees, Members, contractors, visitors and volunteers connected with Insight Multi-Academy Trust (IMAT), Local Academy Committees (LACs) of individual academies have been delegated responsibility to specify local arrangements for the operation of this policy within their academy. These are detailed within the Appendices of this policy.

### **Aim**

To raise the profile of attendance by encouraging and promoting a positive attitude to school attendance so that all students within the IMAT are encouraged to achieve a good rate of attendance in order to maximize opportunities available to them throughout their time at school. Schools within the Trust set their annual attendance target, which can be found in the School Improvement Plan for each school.

- To ensure every student has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- To foster a high expectation of students' attendance in school on a regular basis.
- To raise family awareness of the importance of a child's regular attendance.
- To inform parents/carers as to the legitimate reasons for absence.
- To maintain an accurate system for registering and monitoring attendance.

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- To maintain a clear policy on attendance which is known to all staff, students and parents/carers within the IMAT.
- To maintain clear communication both within the school and between school and parents.

Under Section 44 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child at the school where he or she is a registered student. Failure to discharge this duty may result in the LA prosecuting the parents/carers and each parent may be fined.

### **Key Elements**

#### **Roles and responsibilities**

The IMAT believes that promoting positive attendance is the responsibility of the community as a whole.

#### **The IMAT expects individual schools' responsibilities to include:**

- To promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately
- To have a detailed system in place to follow up on student absence, and to give particular attention to those children whose attendance is not authorised. As the systems may differ for each school, they are captured in the appendices to this policy.
- To work with parents/carers to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as Education Welfare Workers where required in order to ensure all students can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.
- To be proactive in encouraging attendance for all students through ensuring parents/carers and students receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual students should this become a concern.

#### **The IMAT's expectations of Parents' and Carers' responsibilities include:**

- Their legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if their child cannot attend and give the reason.
- Ensure medical evidence is provided, where appropriate.
- Try to make medical, dental or other appointments outside the school day
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep

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- Talk to their child about school and let the school know if their child is worried about any issues such as difficulties with homework or friendship problems.
- To not book holidays in term time – these can no longer be authorised.
- Seek advice from their G.P. if they are not sure how long to keep their child off school with an illness
- Ensure school has all their up-to-date contact details.
- Encourage their child to enjoy school and make the most of all the opportunities available to them
- Permitting absence from school without a good reason is an offence by the parent.

### Approval for term-time absence

- The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
- The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 School Attendance Regulations. These circumstances are:
  - Taking part in a regulated performance, or regulated employment abroad
  - Attending an interview
  - Study leave
  - A temporary, time-limited part-time timetable
  - Exceptional circumstances
- A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.
- We define 'exceptional circumstances' as a leave of absence due to urgent and unavoidable circumstances, such as a family bereavement.
- Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, and relevant background context behind the request.
- Any request should be submitted as soon as it is anticipated and, where possible, at least 15 days before the absence, and in accordance with any leave of absence request form. The headteacher may require evidence to support any request for leave of absence.
- Other valid reasons for **authorised absence** include (but are not limited to):
- Illness, including mental-health illness, and medical/dental appointments. Parents are expected to make medical/dental appointments outside of the school day.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a

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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.

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
  - Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
  - Attending another school at which the pupil is also registered (dual registration)
  - Attending provision arranged by the local authority
  - Attending work experience
  - If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

### Sanctions

- Our schools will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

- The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.
- If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.
- Before issuing a penalty notice, the school will consider the individual case, including:
  - Whether the national threshold for considering a penalty notice has been met (10 sessions – 5 days - of unauthorised absence)
  - Whether a penalty notice is the best available tool to improve attendance for that pupil
  - Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
  - Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.
  - The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
  - If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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- If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.
- A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.
- In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

- If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.
- Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.
- They will include:
  - Details of the pupil's attendance record and of the offences
  - The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
  - Details of the support provided so far
  - Opportunities for further support, or to access previously provided support that was not engaged with
  - A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
  - A clear timeframe of between 3 and 6 weeks for the improvement period
  - The grounds on which a penalty notice may be issued before the end of the improvement period

### Elective Home Education

Elective home education is the term used by the Department for Education (DfE) to describe parents/carers' decisions to provide education for their students at home instead of sending them to school. Parents/carers may choose home education for a variety of reasons. If a parent/carer chooses to electively home-educate their child then they must notify their child's school in writing of their intention to do so.

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Students whose parents/carers elect to educate them at home are not registered at mainstream schools, special schools, independent schools, academies, Pupil Referral Units (PRUs), colleges, students' homes with education facilities or education facilities provided by independent fostering agencies. Some parents may choose to engage private tutors or other adults to assist them in providing a suitable education, but there is no requirement for them to do so. Learning may take place in various locations, not just in the family home.

### **Children Missing in Education**

Schools have a responsibility to contact the Education Welfare where a child has been missing in education after 10 days. Schools should make all reasonable attempts to make contact with parents/carers. Where there are safeguarding concerns, relevant external agencies must be contacted immediately. Children who do not attend school for 20 days and we are unable to make contact with families can be described as Children Missing in Education. The Local Authority will be contacted and students can be removed from roll.

### **Attendance Rewards**

The IMAT believes that rewards are an important part of Behaviour for Learning and this should be applied to encouraging good attendance.

Students with outstanding attendance and above will receive rewards in accordance with the individual school's rewards policy.

### **Monitoring and Evaluation**

The Staffing & Standard Sub-Committee of the MAT Board will formally review this policy annually or more frequently if circumstances or legislation suggest it is appropriate.

### **Appendix 1**

#### **The Local Academy Committee (LAC)**

The LAC is responsible for:

- To set high expectations of all school leaders, staff, pupils and parents
- To ensure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- To ensure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- To ensure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- To review regularly and challenge attendance data. Help school leaders focus improvement efforts on individual pupils or cohorts who need it most

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- To work with school leaders to set goals or areas of focus for attendance and providing support and challenge
- To monitor attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

### **The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising Attendance Champion to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers and/or delegating the SENCo to do so
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs and/or delegating the SENCo to do so.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

### **The Deputy Headteacher i/c PDW who responsible for attendance**

The Deputy Headteacher i/c PDW, also the school's Attendance Champion, is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.

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- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Ensure the Local Authority is informed of all children missing in education, removed off role, wish to be electively home educated, absent for longer than 15 days and requests for penalty notices.

### **The attendance officer based in the school office**

- The school attendance officer is responsible for:
- Monitoring students' attendance and identifying families who require letters to be sent to families, which students have 10 unauthorised missed sessions who need a notice to improve and which students need to be referred for statutory action.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the Attendance Champion (authorised by the headteacher) when to issue fixed-penalty notices.

### **Pastoral based attendance officer**

- To celebrate the achievements of students who maintain high attendance (i.e. above 95%) through congratulatory communication with home with the aim of sustaining high attendance.
- To reward and encourage those students who improve their attendance through positive communication with home with the aim of sustaining higher attendance.
- To proactively address barriers to attendance for those students with attendance between 80-90% to support and challenge children and families to improve their attendance (e.g. guidance on managing attendance issues linked to periods or hay fever) with the aim of improving attendance.

### **Recording attendance**

#### **Attendance register**

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- We will keep an electronic attendance register, and place all pupils onto this register.
- We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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 2 for the DfE attendance codes.
- We will also record:
  - Whether the absence is authorised or not.
  - The nature of the activity, where a pupil is attending an approved educational activity
  - The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
- The school day starts at 8.45am and ends at 3.15pm.
- Ideally pupils must arrive in school by 8.40 am on each school day.
- The register for the first session will be taken at 8.45am and will be kept open until 9.15am. The register for the second session will be taken at 12.30pm and will be kept open until 13.00pm.

### **Unplanned absence**

- The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01785 223490 or [attendance@sirgrahambalfour.staffs.sch.uk](mailto:attendance@sirgrahambalfour.staffs.sch.uk).
- We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.
- Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

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### **Planned absence**

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Parents must phone or email [office@sirgrahambalfour.staffs.sch.uk](mailto:office@sirgrahambalfour.staffs.sch.uk). Parents may be asked to produce evidence of the appointment.
- However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See IMAT section to find out which term-time absences the school can authorise.

### **Lateness and punctuality**

- A pupil who arrives late:
- Before the register has closed will be marked as late, using the appropriate code and, if late with no good reason, issue a detention.
- After the register has closed will be marked as absent, using the appropriate code and, if late with no good reason, we could issue a penalty notice.

### **Following up unexplained absence**

- Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
- Text the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
- If the pupil is Pupil Premium parents/carers will receive a telephone call to ascertain the reason for absence and make contact with the relevant member of staff if any support is needed to avoid future absence.
- If the school cannot reach any of the pupil's emergency contacts, the school may ask VIPE to visit the home.
- 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(s) for which the pupil was absent.
- Contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare worker.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer, social worker etc.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

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- Where support is not appropriate, not successful, or engaged with we may choose to issue a notice to improve, penalty or other legal intervention (see IMAT board section).

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### Appendix 2

#### Absence Codes

<b>Code</b>	<b>Summary</b>	<b>Rational</b>	<b>Classification of code</b>
<b>/</b>	<b>Present AM</b>	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending
<b>\</b>	<b>Present PM</b>	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending
<b>L</b>	<b>Late in registration time</b>	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending
<b>K</b>	<b>Local Authority alternative provision</b>	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	Attending an approved educational activity
<b>V</b>	<b>Educational Visit</b>	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending an approved educational activity
<b>P</b>	<b>Approved sporting activity</b>	The pupil is attending a place for an approved educational activity that is a sporting activity.	Attending an approved educational activity
<b>w</b>	<b>Work Experience</b>	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending an approved educational activity
<b>B</b>	<b>School alternative provision</b>	The pupil is attending a place for any other approved educational activity within paragraph (11) of The School Attendance (Pupil Registration) (England) Regulations 2024	Attending an approved educational activity
<b>M</b>	<b>Medical Appointment</b>	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence
<b>J1</b>	<b>Interview</b>	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence

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<b>S</b>	<b>Study Leave</b>	The pupil is absent with leave for the purpose of studying for a public examination. Study Leave	Authorised absence
<b>X</b>	<b>Not required to attend</b>	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend	Not a possible attendance
<b>D</b>	<b>Dual Registered</b>	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil. Dual Registered.	Not a possible attendance
<b>C</b>	<b>Exceptional circumstances</b>	The pupil is absent with leave for any other purpose	Authorised absence
<b>C1</b>	<b>Regulated performance</b>	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
<b>C2</b>	<b>Part-time timetable</b>	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence
<b>T</b>	<b>Traveller</b>	The pupil is a mobile (i.e. Gypsy, Roma, Travelling) child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence
<b>R</b>	<b>Religious observance</b>	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence
<b>I</b>	<b>Sickness</b>	The pupil is unable to attend because of sickness.	Authorised absence
<b>Q</b>	<b>Local Authority failed to make access arrangements</b>	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). Local authority failed to make access arrangements.	Not a possible attendance
<b>Y1</b>	<b>Normal Transport failed</b>	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not a possible attendance
<b>Y2</b>	<b>Travel disruption due to emergency</b>	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance
<b>Y3</b>	<b>Partial school closure</b>	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance

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<b>Y4</b>	<b>Whole school closure</b>	Whole school site unexpectedly closed.	Not a possible attendance
<b>Y5</b>	<b>Child in custody</b>	The pupil is unable to attend because they are in criminal justice detention.	Not a possible attendance
<b>Y6</b>	<b>Public health guidance</b>	Unable to attend in accordance with Public Health guidance or Law	Not a possible attendance
<b>Y7</b>	<b>Other unavoidable cause</b>	The pupil is unable to attend because of any other unavoidable cause	Not a possible attendance
<b>E</b>	<b>Excluded or suspended</b>	The pupil is excluded or suspended from the school for any other reason.	Authorised absence
<b>G</b>	<b>Family Holiday</b>	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence
<b>N</b>	<b>Not yet known</b>	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence
<b>O</b>	<b>No reason or unsatisfactory reason</b>	No reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes classified as authorised.	Unauthorised absence
<b>U</b>	<b>Late after registration close</b>	Arrived in school after the registration closed	Unauthorised absence
<b>Z</b>	<b>Not on admission register</b>	Prospective pupil not on admission register	Administration Code, not collected
<b>#</b>	<b>Planned school closure</b>	Planned whole school closure	Administration Code, not collected