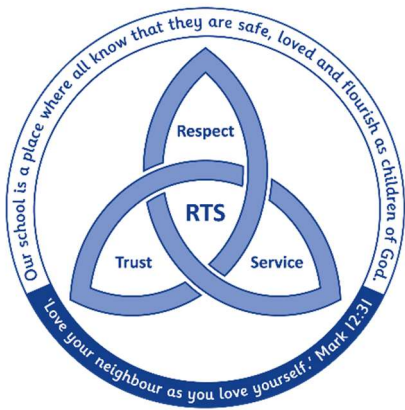


# Pupil Attendance Policy

*Richard Taylor Church of England Primary School*



Version 2.1

07 May 2026

## Contents

1.	Introduction.....	3
2.	Aims.....	3
3.	Legislation and guidance.....	4
4.	Responsibilities.....	4
4.1.	Trust Board responsibilities .....	4
4.2.	Local governance committee responsibilities.....	5
4.3.	Headteacher responsibilities .....	5
4.4.	Attendance lead responsibilities.....	5
4.5.	Staff responsibilities.....	5
4.6.	Parent/carer responsibilities.....	6
4.7.	Whole school’s responsibilities.....	6
5.	Types of absence .....	7
5.1.	Unplanned absence .....	7
5.2.	Authorised absence .....	7
5.3.	Unauthorised absence.....	8
5.4.	Leave of absence in term time .....	8
5.5.	Lateness and punctuality.....	9
5.6.	Remote education .....	10
6.	Promoting attendance.....	10
6.1.	Celebrating success.....	10
6.2.	Supporting pupils.....	10
6.3.	Keeping parents/carers informed.....	11
6.4.	First day response to unexplained absence.....	11
7.	Monitoring attendance .....	12
7.1.	Arrangements.....	12
7.2.	Improving attendance.....	13
7.3.	School Attendance Support Pathway .....	14
7.4.	Maintaining the admission register. ....	15
8.	Attendance expectations.....	15
	ASSOCIATED POLICIES .....	15
	APPENDIX ONE: Attendance Codes.....	16
	APPENDIX TWO: Request for absence form .....	19

## Ambition, learning, and enrichment for all

### 1. Introduction

For a child to reach their full educational achievement, a high level of school attendance is essential. At Yorkshire causeway Schools Trust we are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our schools so successful.

Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered, it is vital your child is punctual and at school every day. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

### 2. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Maximising attendance rates by encouraging, recognising and rewarding good attendance and ensuring that attendance at school is viewed positively.
- Monitoring and investigating individual absences and ensuring that pupils and parents are clear that unauthorised absences are not acceptable.
- Working closely with pupils and parents, to help them overcome problems, which may prevent pupils from attending regularly.
- Providing parents with support and advice in order to maintain and improve attendance.
- Recognising and celebrating improvements in attendance and punctuality of individuals and families.
- Working collaboratively with other schools in the area, local authorities and other partners where pupil absence is at risk of becoming persistent or severe
- Supporting children who are absent from school due to mental or physical ill health or their special educational needs and/or disability.

### 3. Legislation and guidance

This policy meets the requirements of the <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> 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, and it complies with our trust's funding agreement and articles of association.

### 4. Responsibilities

At Richard Taylor Church of England Primary School our lead for attendance is Emma Crisell

Our Safeguarding Lead are Emma Crisell and Andrew Symonds

Parents/Carers are legally responsible for ensuring the regular and punctual attendance of their children. We ask them to familiarise themselves with our attendance expectations and to work closely with the school to overcome any problems which may affect a pupil's attendance and welfare.

At Richard Taylor Church of England Primary School, we encourage and value high attendance rates. However, the school will recognise the external factors which influence pupil attendance and will work in partnership with parents/carers, the Attendance Officer and other relevant services to deal with any issues. The school will take a proactive approach in the promotion of good attendance, by defining expectations with pupils and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with the legal requirements.

#### 4.1. Trust Board responsibilities

The Trust Board has an overall responsibility to hold individual schools to account, and to provide support and challenge on their attendance management and improvement.

To promote the importance of school attendance across the Trust and schools' policies and ethos.

Regular communication and the monitoring of reports through network groups will enable good practice to be shared across schools.

#### **4.2. Local governance committee responsibilities**

Acknowledging that regular, uninterrupted attendance is vital to the pupil's educational progress, the local governance committee is responsible for:

- Setting attendance targets for the school annually
- Ensuring the promotion of good attendance is covered in improvement strategies throughout the schools, including SEND, safeguarding and raising attainment
- Monitoring attendance figures for the whole school, on at least a termly basis
- Holding the headteacher to account for the implementation of this policy
- Mrs Jan Johnson is our lead governor for attendance, or a committee responsible for attendance.

#### **4.3. Headteacher responsibilities**

The headteacher is responsible for:

- 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, including making appropriate training on the importance of good attendance readily available
- Issuing fixed penalty notices, where necessary

#### **4.4. Attendance lead responsibilities**

The attendance lead:

- Monitors attendance data at the school and at an individual pupil level. Any unexplained absences noticed will be followed up immediately and parent/carers contacted
- Reports concerns about attendance to the headteacher and Designated Safeguarding lead
- Works with local authority education welfare officers to tackle persistent absence
- Communicate effectively with parents to discuss attendance and wellbeing issues

#### **4.5. Staff responsibilities**

- Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

#### 4.6. Parent/carer responsibilities

By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. Until the age of 18, a pupil must stay in full-time education, for example at a school or college, start an apprenticeship or traineeship. As a parent/carer you are responsible for making sure that this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education. Once your child is registered at a school you are responsible for making sure they attend regularly. If your child fails to attend regularly – even if they miss school without you knowing – the Local Authority may take legal action against you.

Parents/carers:

- Must ensure that their child arrives in school in time for the start of the school day at 8.50am.
- Must inform school, if their child is to be absent from school for any unavoidable reason, such as sickness, they must contact the school as soon as possible, on the first morning of absence by phone or by email. **The school should continue to be made aware on a daily basis of any absence.**
- Cannot authorise their child's absence – only the school can do this, on the basis of the explanation provided by the parents/carers. *(Should parents/carers fail to provide a satisfactory reason for their child's absence; the school will record such absence as unauthorised.)*
- Must avoid booking family holidays during term time. Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It is difficult for them to catch up on work at a later date.
- Must inform school if a child will be absent from school for any period of time. If time out of school is absolutely unavoidable, parents/carers should complete a Request for Absence form, available from school office or on the website and return this to the school office, at least two weeks in advance of the period for which leave is to be requested. (Leave will only be granted in exceptional circumstances – as outlined in Section 5.1).
- Should notify the school immediately of any changes to address or contact number(s)
- Should communicate as early as possible any circumstances which may affect absence or the child attending on time or feel they require more support

#### 4.7. Whole school's responsibilities

- All members of the school community should promote a welcoming and positive atmosphere so that children feel safe and that their presence is valued.

- The school staff will record and monitor attendance including when a child arrives late for school.
- All staff know and understand their responsibilities in relation to attendance. The school employs a number of strategies to promote regular, punctual attendance. It must be emphasised that constant vigilance over a continuous period of time is essential.

## 5. Types of absence

### 5.1. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.10am or as soon as practically possible by calling the school office staff.

**This needs to be done on each day of absence unless arrangements have been made with the attendance lead/Headteacher.**

The school will mark absence due to illness as authorised unless there is a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

### 5.2. Authorised absence

The school appreciates that there may be times when the pupil will have to be absent from school. **Authorised Absence** is where the school has either given approval in advance for the child to be away, or where an explanation, offered afterwards, has been accepted as a justification for absence. Only schools can authorise absence. Should the school staff have reason to doubt that the explanation offered about a particular absence is genuine or acceptable; the absence must be treated as unauthorised.

Reasons for authorised absence include:

- Illness
- medical or dental appointments (*we do ask parents/carers try to organise routine appointments outside the school day*)
- Religious observance
- Study leave
- Suspension or permanent exclusion
- Traveller child travelling for occupational purposes
- Involvement in a regulated performance or regulated employment abroad
- Attending interview for employment or admission to another educational institution

- Absences from the school site for educational activities or to attend other schools or settings.

**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.

Examples of exceptional circumstances:

- Family emergencies (bereavement)
- Medical emergency or crisis
- Where restrictions of the parents' operational duties prevent leave or working arrangement is restricted and supported by evidence. (e.g. military personnel)

The school regard any absence as potentially damaging to the continuity of learning; we therefore only authorise absence in exceptional circumstances after careful consideration and may request supporting evidence.

### **5.3. Unauthorised absence**

Unauthorised Absence is where no explanation has been given for the child's absence or where the explanation offered is considered, by the school, not to fall in the authorised category.

Longer periods of absence (e.g. consisting of 5 school days or more) due to illness may require medical evidence. The school will inform the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

### **5.4. Leave of absence in term time**

Parents/Carers must request authorisation from the headteacher if they want to take their child out of school during term time.

A Request for Absence form should be completed at least two weeks in advance of the absence and there must be exceptional circumstances for the leave to be authorised by school.

The school does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be authorised for a pupil to take part in protest activity during school hours. This is in line with DfE guidance.

The following would not be considered as exceptional circumstances:

- A holiday as the parent/carer was unable to book leave within the holiday period
- A holiday where the parent/carer is unable to take leave within the summer holiday period only
- A holiday with other relatives who have limited restricted/leave

- A holiday to visit family members living abroad
- A holiday due to limited leave or to seasonal employment
- A holiday where a child has an existing good attendance record

The headteacher will make the final decision regarding the authorisation of the absence.

A parent/carer can be fined for unauthorised absence, for example, taking a child on holiday during term time, if it meets the threshold for a fixed penalty notice for children of compulsory school age. If the request for absence is not authorised, and the child is absent from school during that period, the household could receive a warning letter or be issued with a fixed penalty notice (by North Yorkshire Council) for each child taken out of school.

The school must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice.

The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term)

When a leave request was not authorised or a parent/carer has not sought authorisation for the leave of absence and/or no explanation has been given for the absence, the school will consider a request for a penalty notice.

North Yorkshire Council will be issuing all Penalty Notices requested by schools in the area which meet the threshold of ten or more unauthorised sessions leave (in a block or accumulatively) taken without the permission of the school, and where the reason given does not meet any criteria for exceptional circumstances.

### **5.5. Lateness and punctuality**

First registration is between 8.50am and 9am if a child fails to attend during this time they will be marked as absent. Registrations will close after 10 minutes of the start of the session.

A pupil will be marked as late if they arrive after the start of registration, but before registration has closed, using the appropriate code. If they arrive after the register has closed will be marked as absent, using the appropriate code.

Patterns of late arrival will be monitored, and support offered to parents/carers to improve punctuality.

Schools will follow up all unexplained and unexpected absence in a timely manner. Every effort will be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence will be recorded as unexplained.

### **5.6. Remote education**

The school will follow the DfE's guidance on 'Providing remote education'. Pupils who are absent from school and receiving remote education will be recorded as absent using the most appropriate absence code. Schools will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

## **6. Promoting attendance**

### **6.1. Celebrating success**

- The school promotes good attendance and punctuality through assemblies, commendations, and rewards.
- The school offers praise to individual pupils whose attendance and/or punctuality improves.
- The school regularly reports to parents/carers on the attendance of pupils and the benefits of attendance.
- Expectations on attendance are available on the school's website. Parents/Carers are asked to familiarise themselves with this.

### **6.2. Supporting pupils**

- We will monitor and analyse data to identify those that may need support to attend school regularly.
- we will regularly analyse data to both identify and then provide support to pupils or cohorts that need it.
- We will look at historic and emerging patterns and develop strategies to address these.
- We recognise that absence from school is a potential safeguarding risk. All issues which may cause a pupil to experience attendance difficulties are promptly investigated by the Safeguarding Lead and appropriate action will be taken.
- Support is available and put in place for those pupils who are unable to attend school and links are made via the Safeguarding Lead and headteacher. We also work with the relevant outside agencies and NYCC to support the pupil.
- Pupils who have been absent for any extended period will be reintegrated back into school through a discussion with their teacher/headteacher followed by a structured and individually tailored programme, as a short-term measure to ease the transition.
- The school has a nominated Attendance Lead and Safeguarding Lead who work closely with the teachers on attendance and punctuality. The school will contact parents/carers, make home visits and support both parents/carers and pupils on attendance and punctuality matters where appropriate.
- The School will work closely with other schools and settings locally to identify any potential attendance barriers and develop a plan to support transition.

### **6.3. Keeping parents/carers informed**

If a child is absent from school:

- Parents/Carers are informed by the school office if a pupil has not been registered for the AM or PM session and there has been no word of explanation from home or if the child absents himself or herself without permission.
- The Safeguarding Lead liaises with the headteacher and the Attendance Lead if there is an attendance concern. Parents/Carers are regularly and fully informed of all concerns regarding attendance and punctuality via a phone call, email, or letter.
- Teachers, the headteacher, Safeguarding Lead and Attendance Lead communicate regularly with parents/carers on attendance matters.
- Attendance information is given to the pupils in assemblies and to parents/carers via the school website or the school prospectus.
- Letters and emails are sent to parents/carers if there are concerns. More serious concerns are discussed with parents/carers at meetings.
- Any issues of internal truancy are reported to parents/carers and dealt with seriously by the headteacher and followed up with appropriate action according to the School's Behaviour Management Policy if appropriate.

### **6.4. First day response to unexplained absence**

Registration is from 8.50 am to 9am. If a child fails to attend within this period, the school will make enquiries to establish the reason for the absence and mark the attendance register accordingly. Parents/carers must inform school of their child's non-attendance by 9.10am via telephone/email or this will be recorded as unexplained absence.

If school is not informed of the reason for absence within the specified timescale the office staff will follow up via telephone call or email. If the office is unable to contact parents/carers to establish the reason for absence the office will inform the attendance lead/Designated Safeguarding Lead (DSL).

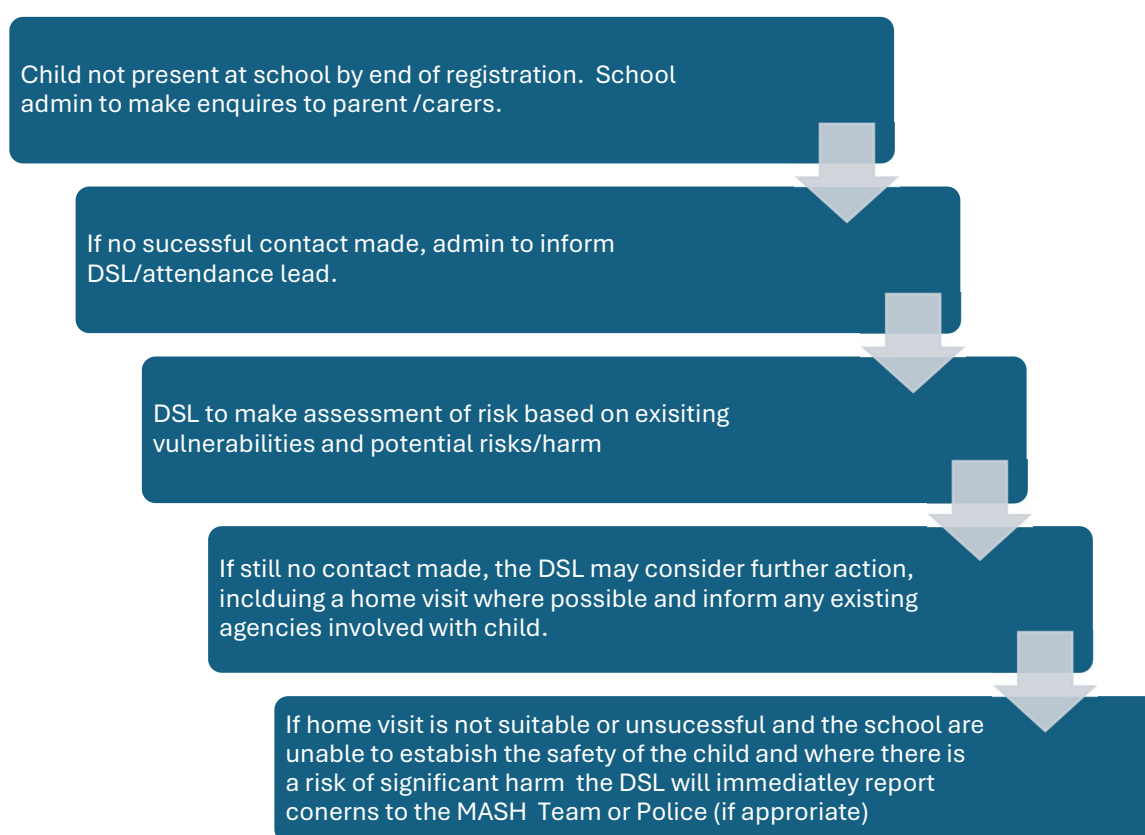
Continued attempts will be made to contact the parents/carers throughout the day. Once contact is made and reason for absence established this will be recorded.

The attendance officer/DSL will review the non-attendance along with any other relevant information to consider any further action. Further action may include:

- The attendance officer/DSL will continue to establish the welfare of the child using all emergency contact details available if necessary.
- If the child is known to other professionals the DSL will inform the service of the absence
- The DSL will consider any previous concerns, information gathered from other sources, patterns of non-attendance, including length of absence and existing vulnerabilities.

- If there are increasing concerns about the welfare of the child a home visit may be used to verify the welfare of the child.
- Contact with parent/carer will continue be sought via telephone alongside a home visit. A home visit should be completed by two members of staff. (where possible a staff member with a relationship with the child/family).
- For children who are already working with other professionals, contact should be made with the case worker, social worker or family worker prior to a home visit.
- If at any point a staff member or DSL considers the child to be a risk of harm, they will immediately make referrals to agencies following the child protection procedures.

### Flow chart – first day response



## 7. Monitoring attendance

### 7.1. Arrangements

- The school keeps a range of attendance data which is collected and analysed on a weekly, termly and annual basis.
- The school focuses on and monitors those pupils who fall below the 95% attendance mark and will takes further action should attendance fall below the 90% mark.

- Regular, structured progress review meetings are held with the headteacher and Safeguarding Lead in order to identify and support those pupils whose attendance and punctuality are a source of concern. The importance of early identification and intervention cannot be overemphasised.
- As part of this process, persistent absentees are monitored. The Safeguarding Lead is informed of any pupils who have persistent absence and a pupil who gives cause for serious concern will be progressed onto the School Attendance Support Pathway (see below) and will be referred to the local authority following the procedures in child protection policy.

## **7.2. Improving attendance**

The DfE sets the persistent absence threshold at 10%, meaning any pupil with an attendance level of 90% or below will be deemed a persistent absentee. We will follow up all incidents of non-attendance and seek to understand any barriers to the child attending.

We understand that there are often complex factors in play, but it is our aim to reduce the likelihood of occasional non-attenders becoming persistent non-attenders, using the strategies within this policy. Support will be offered to the child and families at the earliest opportunity; this can include support from school staff and referrals to external organisations. Schools will consider an Early Help assessment to identify further support services or interventions.

Parents/families will be given regular information about their child's attendance and invited to discuss any concerns, patterns, or trends of non-attendance.

If the required improvement is not achieved in the child's attendance and the child/family do not engage with the support available to them, the School/LA's Formal Attendance Procedure (Fast track), should be applied. The point at which statutory intervention is commenced against a parent or carer is at the school's discretion. However, the LA's threshold for legal action requires a minimum of 10 unauthorised sessions to have been recorded in the previous four-month period (including any current period of absence).

Statutory intervention will be seen as a last resort and only as a means of securing an improvement in the child or young person's attendance or formalising support when the child or parent/carer(s) are not engaging with the support available to them. Support will continue to be offered to the child and family throughout the implementation of the Formal Attendance Procedure. If a child cannot attend due to a medical need, schools will consider a referral to the Medical Education Service.

If there is no improvement or the attendance rate is 90% or less at the end of a two-week monitoring programme, the school may elect to begin the Local Authority School Attendance Support Pathway.

### 7.3. School Attendance Support Pathway

Pupil attendance falls below 90%



Personalised support and intervention offered by school to improve attendance and identify any barriers to attendance.

If there is no improvement in attendance or engagement, the school can start formal attendance procedures



Initial Warning Letter

10 school day monitoring period



Attendance Panel Meeting

20 school day monitoring period  
(Review Meeting – Optional)



(P)olice (A)nd (C)riminal (E)vidence Act  
(1984) Formal Caution Interview/LA Panel  
Meeting (Chaired by the Local Authority)



LA/Panel Decision:

- No Further Action/Review Meeting
- Penalty Notice Warning Letter
- Education Supervision Order
- Prosecution Education Act 1996 s444 (1,1A)

Template letters available here: [School Attendance | CYPInfo](#)

If at any stage in the above procedure your child's attendance improves significantly, the school will not proceed to the following stage. (Normally 95% (school target) and above during the monitoring period).

However, your child's attendance will continue to be monitored by the school and should there, at any time in the future, be any further concerns, the Pathways procedure will be re-visited.

#### **7.4. Maintaining the admission register.**

It is the responsibility of the school to keep the admission register up to date. Parents should inform schools of any changes whenever they occur, and the school must ensure the admission register is amended as soon as possible

A pupil's name will only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name will not be removed for any other reason as doing so could constitute off-rolling.

### **8. Attendance expectations**

Our school strives to achieve excellent attendance for all our pupils.

99 - 100%	Excellent
96 – 98.9%	Good
95 – 95.9%	Satisfactory
93 – 94.9%	Requires improvement
90 – 92.9%	At risk of persistent absence
Below 90%	Persistent absentee

90% attendance is the equivalent to 19 days absence in a year. These pupils are missing four weeks of school a year, making it very difficult for them to keep up and achieve their best.

Pupils with 80% attendance are missing a day for *every week* of school.

By promoting these attendance expectations, we aim to help our pupils enjoy a fulfilling and successful education experience and establish a positive working ethos early in life.

#### **ASSOCIATED POLICIES**

- Child Protection Policy
- Behaviour Policy

APPENDIX ONE: Attendance Codes

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

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>I</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement
<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b> <b>C1</b> <b>C2</b>	Authorised leave of absence.	Pupil has been granted a leave of absence due to exceptional circumstances C1 - Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad C2 – Pupil is subject to part time timetable
<b>E</b>	Suspended or permanently Excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Q</b>	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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  See further guidance on Y codes.

		<p>Y1 - Unable to attend due to transport normally provided not being available</p> <p>Y2 - Unable to attend due to widespread disruption to travel</p> <p>Y3 - Unable to attend due to part of the school premises being closed</p> <p>Y4 - Unable to attend due to the whole school site being unexpectedly closed</p> <p>Y5 - Unable to attend as pupil is in criminal justice detention</p> <p>Y6 - Unable to attend in accordance with public health guidance or law</p> <p>Y7 - Unable to attend because of any other unavoidable cause</p>
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

APPENDIX TWO: Request for absence form

Form to be returned to the school office with a minimum of two weeks' notice.

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances. Leave taken without authorisation will be regarded as unauthorised.

Name of Pupil:.....Class:.....

Date of Birth:.....

Leave of absence dates: From: .....To: .....

Number of school days your child will be absent from school: .....

Signature: ..... Date: .....

Name of Parent/Carer: .....

Reason for the leave of absence request:

A leave of absence will only be authorised in exceptional circumstances, please detail below the **exceptional circumstance** why you are requesting to take your child out of school. You may be invited into school to discuss your request with the headteacher. Where possible, we request you attach any supporting evidence where relevant.

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to North Yorkshire Council for consideration which could result in a Penalty Notice.**



**Version History:**

**History of document: To be reviewed annually and re-approved every three years, or sooner if deemed necessary.**

Version	Author	Date written	Approved	Note of Revisions
V1	L.Claringbold	08 Feb. 2022	11 May 2022	
V2	L.Claringbold/ K.Standen	09 May 2024	21 May 2024	Updated to reflect the latest DfE guidance
V2.1	K.Standen	07 May 2026		Examples in Clause 5.2 updated for better clarity