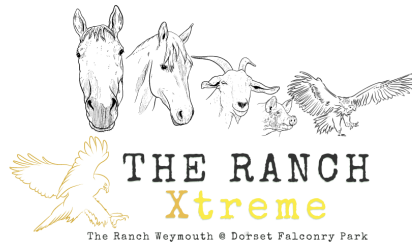


The Ranch Weymouth



Alternative Education Provision

Attendance Policy September 2024 Review due September 2025

Attendance Policy

Purpose

The Ranch Weymouth regards regular attendance as critical to a student's progress. Although the legal responsibility for regular attendance of education rests with the parents/carers, we see the encouragement of good attendance in our students as a partnership with families, designed to support the development of each individual student's potential to the full.

The Ranch monitors attendance on a weekly basis. There is the expectation that each pupil maintains an average of 90%+ attendance throughout the week. When a pupil's attendance falls below 90%, or is a cause for concern, there are procedural processes which are implemented to ensure that this does not continue. These include: talking to parents/carers about the concern, following up these conversations with a letter confirming what was said, monitoring meetings which allow personalised action plans to be drawn, tailored to each individual and their needs or circumstances. These meetings, alongside working together in partnership with the team around the pupil, provide a valuable link to the provision of welfare at The Ranch Weymouth.

Our Attendance Officer, [Sarah Stilwell](#), closely monitors and liaises with [Iain Woodbridge](#) the Designated Safeguarding Lead at The Ranch. Our Attendance Officer will also liaise with any named - on roll schools, families and commissioning SEN Lead for the child, if a student's attendance drops below 90% or is a cause for concern.

Definitions:

Throughout this document certain terms may be abbreviated.

DSL Refers to Designated Safeguarding Lead - The Ranch Weymouth DSL is **Iain Woodbridge Level 3**

Deputy DSL refers to the Deputy Designated Safeguarding Lead, who at The Ranch is **Tara Ballam Level 3**

Lead Facilitator refers to the Director **Toni Matthews**

Attendance Officer refers to **Sarah Stilwell**

SENDCO refers to Special Educational Needs Co-ordinator, in this policy it refers to the on roll school teacher who is responsible for assessing, planning and monitoring the progress of children.

SEN Lead refers to the named SEN provision leads within the Chesil Locality, that oversee EHC needs assessments and write EHCPs. They work with families to make sure children and young people with EHCPs have the right support and school placement.

SEND Refers to Special educational needs and disabilities

SEND Team These teams are responsible for: coordinating education, health and care needs assessments; producing

Education health and care plans (EHCP). They work to statutory guidelines as set out by: the Education Act 1996; the Children and Families Act 2014; the SEND Code of Practice: 0 to 25 years

EHCP/EHC/EHCPS Refer to An education, health and care plan. This is for children and young people aged up to 25 who need more support than is available through special educational needs support. These plans identify educational, health and social needs and set out the additional support to meet those needs.

The Ranch Weymouth works closely with **Dorset Council's Education and Early Help (SEND) Teams**.

SEND teams are based in locality offices:

Chesil Locality chesillocality@dorsetcouncil.gov.uk 01305 762400

Dorchester Locality dorchesterlocality@dorsetcouncil.gov.uk 01305 224220

Purbeck Locality purbecklocality@dorsetcouncil.gov.uk 01929 557000

North Locality northlocality@dorsetcouncil.gov.uk 01258 474036

West Locality westlocality@dorsetcouncil.gov.uk 01308 425241

East Locality eastlocality@dorsetcouncil.gov.uk 01202 868224

ClassDojo is an educational technology company. It connects our Youth Support Workers, Leadership Team, students and families through communication features. It also enables staff to note feedback on students' skills and creates a portfolio for students, so that families can be aware of school activities outside of meeting with The Ranch Team.

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Scope

At The Ranch Weymouth we successfully monitor and improve attendance rates through engaging pupils. This is done through personalised interventions along with building close and supportive relationships with parents/carers. The Ranch considers each one of its student's needs, and in doing so is able to reintegrate, engage and support a pupil back into a learning environment.

We endeavour to build strong relationships and communication with both students and parents/carers to encourage regular attendance while supporting the welfare and emotional well-being of the students and their families here at The Ranch Weymouth.

The national average for alternative provision attendance is currently 67%.

As of 2023 The Ranch recorded 94% attendance, exceeding the national average of 67%.

Promoting excellent attendance and punctuality prepares students for the disciplines of adult working life. Excellent attendance means being in school at least 95% of the time. The table below shows what a student's school attendance figure means in terms of the number of days/weeks absent across the school year:

Student Attendance	No of Days Absent	No of Weeks Absent
95%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	9.5 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

A score of 90% in a test at school is a fantastic result, but in terms of school attendance is a concern as it means that a student will have missed 4 weeks of school across the school year.

Registration

- The Ranch Weymouth requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session.
- The Ranch Weymouth uses our Microsoft 365 system to record attendance. The register is marked using the DfE Attendance and Absence Codes.

These are set out in [Working together to improve school attendance 2022](#) and can be found in the Appendix of this Policy document.

See: [Attendance and Absence Codes. The national codes enable schools to record and monitor attendance and absence in a consistent way.](#)

· The morning registration mark is recorded by the Attendance Officer [Sarah Stilwell](#). This information is confirmed via contact between the duty manager on site and the Attendance Officer during the morning session greeting of children on site. Students are expected to arrive at their designated setting for their session placement, early, in time for the morning registration at 9.30am. · The afternoon registration mark is recorded by the Attendance Officer after the afternoon session meet and greet, as children either leave or arrive on site.

'Not only can regular absence, particularly unexplained absence, be a red flag for safeguarding issues, but only when children are in (a childcare setting) can they talk to staff and be given support for any pastoral and safeguarding problems' the Safeguarding Company

As an Alternative Education Provision and in our dual role of being a setting for all ages Animal Assisted Intervention, part of our role involves safeguarding children and as such, it is our responsibility to check on any family/guardian/dedicated transport who do not arrive at the setting to drop-off or collect their child, when scheduled.

Parents/carers or designated transport should always aim for their child to arrive and depart the setting at their contracted times. There may be occasions when this is not possible due to busy traffic or other delays. In such situations, parents/ carers/ school admin should always get in touch to let The Ranch team know when their child should be expected.

This can be done by contact with the Attendance Officer [Sarah Stilwell](#) (by telephone or text, via message on the ClassDojo or email) on the morning of absence, before 9.30am, giving a reason for their child's absence from their education placement and an expected date/time of return/arrival.

Please be respectful of the fact that The Ranch Weymouth provides support for multiple children, each with a contractual time.

Punctuality

Students are expected to arrive at The Ranch in time for morning registration at 9.30am. · If a student arrives at The Ranch late they will be met at the closed outer gate by the duty manager to be signed in. The time of arrival and reason for being late will be recorded. This will be sent to the Attendance Officer to record on the register, either by phone communication or internal messaging via the Microsoft 365 system.

- Parents/carers will be informed if their child is late to school.
- Morning registration closes at 10am. If a student arrives at their placement after this time their morning registration mark will be recorded as an unauthorised absence.
- Repeated lateness will be discussed with students and their assigned SENCO Lead - The on roll school and/or the allocated SENDCO/SEN Lead contact information is recorded next to the student details on the daily registration system. If punctuality does not improve, The Ranch will raise through the Local Authority SEN Lead for the student, a request for Team Around The Family (TAF) meeting. This will be arranged to discuss the concerns with parents/carers and an action plan put in place to support the student together, in partnership, to improve their punctuality.

Continued late arrival or recurrent absences can create a safeguarding concern which The Ranch Weymouth will need to record on your child's file. Ongoing issues with lateness may also prompt a contract review and a meeting to see if we are able to assist with a resolution or rescheduling to a more suitable time.

Authorised/Unauthorised Absence

The Ranch Weymouth is required to distinguish and report on authorised and unauthorised student absence.

Parents/carers should contact the Attendance Officer [Sarah Stilwell](#) (by telephone or text, via message on the ClassDojo or email) on the morning of absence, before 9.30am, giving a reason for their child's absence from their education placement and an expected date of return.

Absence may be authorised by The Ranch for reasons such as:

- Illness
- Unavoidable medical/dental appointments
- Exceptional family circumstances
- Bereavement of a close family member
- Days of religious observance

Absence will not be authorised for reasons such as:

- Looking after siblings or unwell parents/carers
- Birthdays
- Days out/ shopping trips
- Family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved)
- Special occasions, where if on roll at a school, the Head Teacher does not agree that the absence should be granted. The Ranch Weymouth will contact the on roll school to confirm any notified absence has been recorded by the school. Our Attendance Officer will communicate via direct email or telephone the school and log the information received in the student's individual file and on the register. The student's file is held securely on The Ranch Sharepoint Microsoft 365 system. This will be done by phone and email as soon as practically possible.

The Ranch Weymouth will report any absence to the attendance officer or the SENDCO Lead of that named school if on roll or in the case of students not on roll, their SEN Lead at the Local Authority. This will be done by phone and email as soon as practically possible. This information and the contact details are held alongside the students register entry, on The Ranch Weymouth Sharepoint Microsoft 365 system. All contact information is recorded after an Expression of Interest has been approved, prior to the student starting their placement, securely in their named individual student profile on The Ranch Microsoft Sharepoint 365.

Parents/Carers should note that ideally, all medical appointments should be arranged for after session time so that students do not miss any time at their placement. Where this is not possible, students should bring the appointment card/letter to The Ranch to show to the Attendance Officer so that the absence can be authorised. If a student needs to leave The Ranch session early for a medical appointment the student must sign out at the onsite 'Hide' office or with their named key worker before leaving the site. In order that we can be sure of the whereabouts and safety of our students we ask that parents/carers contact The Ranch to let us know in advance if their child will need to leave early for a medical appointment.

How we Respond to Absence to Safeguard our Students

A pupil may be at risk of harm if they do not attend education regularly. Safeguarding the interests of each pupil is everyone's responsibility. Failing to attend education on a regular basis may be considered as a safeguarding matter. All concerns are referred to the Designated Safeguarding Lead - Level 3 [Iain Woodbridge](#) or the Deputy Designated Safeguarding Lead - Level 3 [Tara Ballam](#) and logged on The Ranch Safeguarding Hub on Microsoft Sharepoint 365.

How we respond to Absence:

- If a student is absent from morning registration and The Ranch has not had contact from the parent/carer or the on roll school to explain the reason, The Ranch will contact the parent/carer. We take our safeguarding responsibilities seriously and will always contact parents/carers to ensure they are aware of their child's absence.
- **The Ranch Attendance Officer will continue to attempt making contact with parents/carers and report to the students Sendco using any numbers provided. This will include directly calling and leaving written text/email messages and voicemails.**
- If a message is left for a parent/carer advising of their child's unexplained absence from school, the parent/carer should contact the Attendance Officer or the The Ranch named key worker as soon as possible to advise of the reason for their child's absence.
- If no response is received the Attendance Officer will phone later in the day to enquire about the unexplained absence. We ask that parents/carers keep The Ranch informed of any changes to their contact details so we can always get in touch with them in case of emergency.
- **If there were no response from these contacts, the child's emergency contacts would be called to see if they know why the child has not arrived.**

All emergency contact details are recorded on the student's register entry on the daily register on The Ranch Weymouth Microsoft Sharepoint 365. All Youth Support Staff have secure access to this information.

- **If there were still no contact from the parents/carers/Sendco by the end of the student's session time, The Ranch Weymouth may make contact with any outside agency with involvement with the child, such as Family Worker/Re-engagement Team to request a welfare check on the family.**
- Where a child's absence is a cause for concern, the Attendance Officer will request parents/carers to discuss any issues and work together, as a partnership, to support and improve their attendance.

The Attendance Officer will pass across to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, the name/s of the student who has met the threshold of intervention. The student will then have an Individual Attendance Plan actioned and placed in their named attendance file on the Safeguarding Hub on Microsoft 365 for the DSL to monitor. The actions and monitoring are outlined on this document. See Appendix [individual attendance](#)

- The Attendance Officer liaises with the SENCO of the student, either at the on roll school or named SEN Lead if not on roll and The Ranch Designated Safeguarding Lead: Iain Woodbridge and the Lead Facilitator Director [Toni Matthews](#) to inform them of any causes for concern.

Threshold of Attendance Support

The Ranch Individual Attendance Plan sets out targeted support and assigns responsibility for monitoring and reporting. Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond

Stage One: Universal Support Stage 96% - 100% attendance

Stage Two: Initial Target Support Initiate support at this level if any of the following criteria are met:

93% - 96% attendance

Three or more late arrivals over a half-term period

An unexplained or unauthorised absence

Stage Three: Enhanced Targeted Support Initiate support at this level if any of the following criteria are met:

90% - 93% attendance

Subsequent unexplained or unauthorised absences

Stage Four: Intensive Support for Persistent Absentees Initiate support at this level if any of the following criteria are met:

Attendance below 90%

Continued late arrivals despite support offered at previous tiers

Continued unexplained or unauthorised absences despite support offered at previous tiers

Stage Five: Use of Parental Responsibility Measures Initiate support at this level if any of the following criteria are met: Strategies introduced at stage four have failed to improve attendance. Any of the thresholds for legal action have been met

Term Time Leave

Any absence interrupts the continuity of a student's placement. Parents/carers are strongly urged not to take their children out of education provision for holidays during term time. Leave will only be authorised by the Head Teacher of the student's named on roll school or SEN Lead in not on roll, in exceptional circumstances, a family holiday is not an exceptional circumstance and will not be authorised.

The Ranch Attendance Officer will contact the on roll school or named SENDCO - as outlined in the individual's education plan, if The Ranch have been informed by a parent/carer that they are taking their child out of their placement at The Ranch for a family holiday. This will be done by phone and email as soon as practically possible.

Promoting Good Attendance and Punctuality

· Students are regularly informed of their attendance levels, via engagement on the ClassDojo system and the achievement of DojoPoints, their named key worker will be informed by the Attendance Officer at the daily team meeting if a child requires support around attendance and if appropriate, the key worker will support the child on how they can improve.

- Students whose attendance falls below target will be set a target for improvement and progress towards these targets will be reviewed regularly.
- Parents/carers are regularly informed of their child's attendance via electronic letters, telephone communication and engagement via the ClassDojo system.
- Good and improved attendance is promoted and rewarded.
- Students, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/Carers are encouraged to contact The Ranch at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those students whose attendance is a cause for concern.
- Students who have been absent for extended periods of time will be supported as appropriate to re-integrate back into their placement.

What The Ranch Weymouth Expects from Parents/Carers

We ask that parents/carers support us by:

- Not letting their child take time off for minor ailments.
- Arranging appointments outside their child's session hours, at weekends or during school holidays.
- Not taking holidays during term time.
- Ensuring that their child attends punctually for their session every day.
- Phoning, emailing or texting the Attendance Officer at The Ranch by 9.30am on the first morning of absence from their placement with the reason and when their child is expected to return.
- Keep the Attendance Officer informed every subsequent day of absence.
- Letting us know if there are any ongoing medical reasons that prevent their child from attending their placement.

What Parents/Carers Can Expect From The Ranch Weymouth

The Ranch will:

- Follow up all first day unexplained absences by phone call/text as soon as possible each day.
- Continue to monitor the absence of a student who does not subsequently return to their placement with no explanation.
- Remind parents/carers of the importance of regular attendance and punctuality via letters, newsletters and

the ClassDojo system.

- Publish student's attendance rate as part of their progress reports.
- Inform parents/carers if we have concerns regarding a student's attendance. ·

Challenge regular lateness.

- Refer any serious attendance concerns to the **Children's Advice and Duty Service (ChAD)**: · Professional's Telephone Number: 01305 228558.

Children Missing Education

- All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.
- Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes. · At The Ranch Weymouth we follow [Children Missing Education Statutory Guidance for local authorities September 2016](#).

Monitoring & Review

- The impact of the Attendance Policy will be reviewed by the Board of Directors. · The Designated Safeguarding Lead with the Attendance Officer will provide the Board of Directors with regular monitoring reports which will help it to evaluate the effectiveness of the Attendance Policy and the procedures within.

Linked Policies

[Safeguarding Policy](#)

[Children Missing Education Statutory guidance for local authorities September 2016](#)

[Working together to improve school attendance 2022](#)

[Working Together to Safeguard Children 2023](#)

[Keeping Children Safe in Education 2023](#)

The Attendance Policy is published in its entirety on The Ranch Weymouth's website (www.theranchweymouth.com). Date Policy Created: April 2024

Review Date: April 2024

Member of Staff Responsible: Sarah Stilwell (Attendance Officer)

Signed: *Sarah Stilwell* (Staff member responsible)

Signed: *Iain Woodbridge* (Designated Safeguarding Lead and Director)

Signed: *Toni Matthews* (Lead Facilitator and Director)

Signed: *James Matthews Woodbridge* (Director)

Appendix Follows



THE RANCH

Weymouth
@theranchweymouth

Individual Attendance Plan

Writing **in blue** gives suggestions for how to complete the plan. Delete these instructions and replace them with your own content.

Please note: It is important to capture a full picture of support offered over time.

Name of Young Person	
Staff supporting with attendance plan and roles	
Date plan was agreed	

Attendance history

Include details of trends or patterns over time and any historical factors that might be relevant.

Current risk factors/current barriers to attendance

Outcomes	Milestones	Date each milestone achieved
Target 1 - add specific target here	For each target provide a number of measurable milestones •	
Target 2 - add specific target here	•	
Target 2 - add specific target here	•	

Strategies to be implemented by The Ranch Weymouth

Details of strategy (including date commenced)	Purpose of implementing strategy	Member of staff responsible
E.g. daily wake-up calls for two weeks, starting from 16 th October	E.g. to establish an effective morning routine	E.g. key support worker to carry out calls

Expectations of the Young Person

Details of expectations	How this has been communicated to the YP?	Monitoring arrangements (who by and when?)
E.g. set an alarm for 7 a.m. every day	E.g. discussion with key worker and ongoing reminders	E.g. DSL and key worker will monitor this daily

Expectations of the family

Details of expectations	How this has been communicated to the YP's family?	Monitoring arrangements (who by and when?)
E.g. for parents to make contact with The Ranch before 9 a.m. to report the reason for any absence	E.g. expectations explained during face-to-face attendance meeting and agreed by parents	E.g. DSL and Admin will monitor this daily

External support

Details of agency/partner	Support being offered	Date support commenced
E.g. social care	E.g. Early Help referral has been made as mother is reporting that she feels overwhelmed	E.g. referral made 2 nd November - currently awaiting first contact

Record of attendance reviewing meeting	
Date of review	
Individuals present	
Situation since last review	
Milestones achieved since last review	
Areas discussed	
Outcome of meeting (tick as appropriate)	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage
Date of next review	

Thresholds/triggers	Strategies to be used	Monitoring procedures
	(Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan.)	

Stage One: Universal Support

96% - 100% attendance

Communicating expectations:

Regular reminders of the importance of good attendance, through the school newsletter, website, etc.

Weekly attendance awards

Direct contact with parents/carers:

First day of absence phone calls. Termly attendance letters sent out to all parents giving attendance percentages

Attendance tracked through The Ranch daily register.

DSL and Admin to monitor individual, group and whole-school attendance to identify any concerns

Key Workers to be on alert for any absence patterns

Stage Two: Initial Target Support

Initiate support at this level if any of the following criteria are met:

93% - 96% attendance

Three or more late arrivals over a half-term period

An unexplained or unauthorised absence

Communicating expectations:

Pupils will continue to receive the universal support offered to all pupils at Stage One

Direct contact with parents/carers:

An appropriate member of staff will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance

Reminder letter sent home and parents/carers invited to discuss any concerns if they wish to do so

First attendance letter issued

Support:

Consider the external agencies that can address the individual needs of the pupil/family and make referrals as required.

Attendance tracked.

[Name of staff member] to do **weekly** checks on the pupil's data

Key Worker to monitor pupil

Possibilities include:

[add list of services available in the local area e.g. CAMHS, educational welfare office (EWO), addiction support, local charities.]

Stage Three: Enhanced Targeted Support

Initiate support at this level if any of the following criteria are met:

90% - 93% attendance

Subsequent unexplained or unauthorised absences

Communicating expectations:

Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond

Direct contact with parents/carers:

Second warning letter issued

Parents requested to attend a meeting in school to discuss attendance

Support:

Individual attendance plan initiated - support will be offered in line with this plan

Consider whether any additional partners could be engaged - make referrals as needed

Monitoring:

Attendance tracked

[Name of staff member] to do **weekly** checks on the pupil's data

Key Worker to monitor pupil more closely

Stage Four: Intensive Support for Persistent Absentees

Initiate support at this level if any of the following criteria are met:

Attendance below 90%

Continued late arrivals despite support offered at previous tiers

Continued unexplained or unauthorised absences despite support offered at previous tiers

Communicating expectations:

Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond

Direct contact with parents/carers:

Third warning letter issued

Support:

Individual attendance plan reviewed

During the attendance plan review, those involved will identify whether any additional support could be offered by the school or partner agencies

Monitoring:

Attendance tracked

[Name of staff member] to do **daily** checks on the pupil's data

Key Worker to offer more direct support as needed

Stage Five: Use of Parental Responsibility Measures

Initiate support at this level if any of the following criteria are met:

Strategies introduced at stage four have failed to improve attendance

Any of the thresholds for legal action have been met

Communicating expectations:

Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond

Support:

Support initiated at previous stages will continue as appropriate

Enforcement:

The local authority will be notified of The Ranch's concerns

A parenting contract will be put into place which includes:

a statement by parents/carers that they agree to comply for a specified period with whatever requirements are set out in the contract;

a statement by The Ranch/local authority

Monitoring:

Attendance tracked

[Name of staff member] to do **daily** checks on the pupil's data

Key Worker to maintain regular individual support as required

DSL to liaise with the local authority regularly to support any measures that are being taken

agreeing to provide support to the parents for the purpose of complying with the contract.

Local authority to utilise appropriate measures.

Attendance and Absence Codes. The national codes enable schools to record and monitor attendance and absence in a consistent way.

The Ranch Weymouth, although not registered as a school, understand the importance of [working together](#) to [keep children safe in education](#).

As in the Statutory Guidance Keeping Child Safe in Education 2023 and Working Together to Safeguard Children 2023.

The national codes are outlined below:

Code / \: Present in school / = am \ = pm

Code L: Late arrival before the register is closed

A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate.

Absent Authorised Absence from School Relevant regulation: 6(1)(ii), 6(1)(b), 6(2), 7(1) and 7(2) 206. Authorised absence means that one of a specific set of circumstances applies, as set out below:

Code C: Leave of absence granted by the school

Code H: leave of absence for the purpose of a family holiday granted by the school

Code E: Excluded but no alternative provision made

Code I: Illness (not medical or dental appointment)

Code M: Medical or dental appointment

Code R: Religious observance

Code S: Study leave

Code T: Traveller absence. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should not be used for general absences by those groups. It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

Code G: Holiday not granted by the school or in excess of the period determined by the school

Code N: Reason for absence not yet provided. Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

Code O: Absent without authorisation. Where no reason for absence is established or the school is not satisfied that the reason given is an authorised absence.

Code U: Arrived in school after registration closed

Code D: Dual registered at another school

Code B: Off-site educational Activity

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip

Code W: Work experience

Code Y: Unable to attend due to exceptional circumstances

Code X: Non-compulsory school age pupil not required to be in school

Code Z: Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Code #: Planned whole or partial school closure