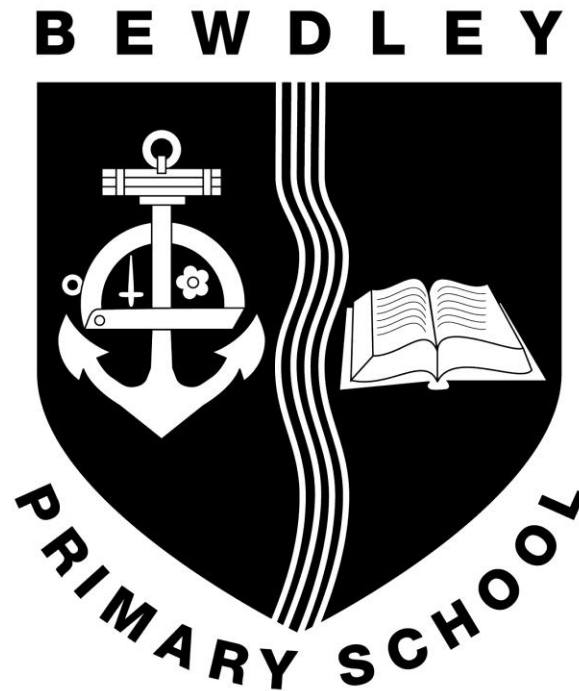




Attendance Policy and Procedures

2026–27

Policy authors	Amanda Bradley / Deniz Mills
Date of policy	September 2026
Next review	September 2027, or earlier if statutory/local guidance changes

Key contacts

Role	Name	Telephone	Email
Senior Attendance Champion / Headteacher	Amanda Bradley	01299 403796	head@bewdleyprimary.worcs.sch.uk
Attendance Officer / Family Support Worker	Deniz Mills	01299 403796	dmills@bewdleyprimary.worcs.sch.uk
Senior Mental Health Lead	Melanie Hares	01299 403796	mhares@bewdleyprimary.worcs.sch.uk
DSL / SENDCo	Jacqui Bennett	01299 403796	jbennett@bewdleyprimary.worcs.sch.uk
Governor for Attendance	Donna Stevens	01299 403796	dstevens@bewdleyprimary.worcs.sch.uk

School absence reporting: 01299 403796 / office@bewdleyprimary.worcs.sch.uk

1. Purpose, aims and ethos

At Bewdley Primary School, attendance is everyone's responsibility. We have high expectations for the attendance and punctuality of all pupils because regular attendance supports achievement, wellbeing, safeguarding, friendships and a strong sense of belonging.

Our approach follows the Department for Education's statutory guidance Working together to improve school attendance (July 2026). We work in partnership with pupils and families to understand and remove barriers to attendance, rather than treating absence as a single issue in isolation. Where absence intensifies, the support offered should intensify too.

We aim to:

- set high expectations for attendance and punctuality for all pupils;
- promote the benefits of regular attendance and a culture in which pupils want to attend and are ready to learn;
- identify emerging patterns of absence and lateness early, at individual and cohort level;
- listen to pupils and parents and understand barriers to attendance;
- make timely, appropriate and reasonable adjustments where required, including for pupils with SEND, medical needs or other barriers;
- work with Worcestershire County Council and other partners where additional or statutory support is required;
- reduce persistent and severe absence and support successful reintegration after lengthy or unavoidable absence; and
- use formal or legal intervention only where support is not appropriate, has not been successful or has not been engaged with.

We aspire to excellent attendance for every pupil, while recognising that some pupils face greater barriers than others. This policy will therefore be applied fairly, consistently and proportionately, with regard to the Equality Act 2010 and the individual circumstances of pupils and families.

The school promotes the benefits of good attendance through its day-to-day culture, communication with pupils and families, assemblies and other appropriate opportunities. Where attendance is recognised or celebrated, this will be done sensitively and inclusively, with a focus on positive habits and improvement as well as high attendance.

1.1 Nursery and children below compulsory school age

Regular attendance habits begin early. Children below compulsory school age are not subject to the same statutory attendance duties as children of compulsory school age; however, once a place has been accepted, we expect children to attend the sessions agreed with the school. We will monitor attendance and

punctuality in Nursery and Reception and work with families where patterns of absence are affecting a child's education, wellbeing or safeguarding.

2. Legislation and statutory guidance

This policy has been reviewed against the current national and Worcestershire framework, including:

- Education Act 1996, including parents' duty to secure regular attendance for a child of compulsory school age who is a registered pupil;
- Education Act 2002, including the school's safeguarding duties;
- Education and Inspections Act 2006;
- School Attendance (Pupil Registration) (England) Regulations 2024;
- Education (Penalty Notices) (England) Regulations 2007, as amended;
- Equality Act 2010;
- DfE statutory guidance Working together to improve school attendance (July 2026);
- DfE statutory guidance Keeping Children Safe in Education 2026;
- DfE statutory guidance Children missing education;
- DfE guidance Supporting pupils at school with medical conditions and Arranging education for children who cannot attend school because of health needs; and
- Worcestershire County Council attendance, Children Missing Education (CME), Children Who Cannot Attend School (CCAS), part-time timetable and Penalty Notice Code of Conduct guidance and procedures.

Where national or Worcestershire guidance is updated during the life of this policy, the school will follow the current statutory or local requirements and will review this policy as necessary.

3. Roles and responsibilities

3.1 Governing Body

- set high expectations for attendance and ensure leaders fulfil statutory duties;
- review attendance information at least half-termly and provide appropriate support and challenge;
- consider attendance at whole-school, year-group and relevant cohort level, including persistent and severe absence;
- ensure attendance systems, staffing and training are effective and proportionate; and
- hold the Headteacher to account for implementation of this policy.

3.2 Headteacher / Senior Attendance Champion

The Headteacher, Amanda Bradley, is the school's Senior Attendance Champion and is responsible for:

- leading, championing and improving attendance across the school;
- setting a clear vision and maintaining effective systems for tackling absence;
- monitoring school-level and pupil-level attendance and reporting to governors;
- ensuring appropriate support, reasonable adjustments and reintegration plans are in place;
- making decisions on leave of absence and ensuring attendance codes are used correctly;
- working with Worcestershire County Council and other agencies where attendance concerns require additional support or legal consideration; and
- ensuring required information and returns are shared with the DfE and local authority.

3.3 Attendance Officer / Family Support Worker

- monitor and analyse attendance and punctuality data and identify emerging patterns;
- contact and meet with families, listen to barriers and coordinate support;
- provide regular attendance information to the Senior Attendance Champion and relevant staff;
- support attendance contracts, reintegration plans and other formalised support where appropriate;
- liaise with Worcestershire services and wider partners; and

- maintain clear records of attendance casework and escalation.

3.4 Class teachers and office staff

Class teachers are responsible for accurate and timely registration and for raising concerns about emerging patterns of absence or lateness. Office staff receive absence notifications, check registers, follow up unexplained absence, maintain records and escalate concerns promptly to the Attendance Officer, DSL or Headteacher as appropriate.

3.5 Parents and pupils

Parents are expected to:

- ensure their child attends every day the school is open to them, on time, unless absence is authorised or the child is unable to attend;
- notify the school on the first day of an unplanned absence and on each subsequent day unless another arrangement has been agreed;
- provide more than one emergency contact number and keep all contact information up to date;
- make medical and dental appointments outside school hours wherever possible and minimise time out of school where this is unavoidable;
- request any leave of absence in advance and provide relevant information or evidence where reasonably requested; and
- work with the school and other services where support is needed to improve attendance.

Pupils are expected to attend school every day, on time, and to speak to a trusted adult if something is making attendance difficult.

4. Recording attendance

4.1 Admission and attendance registers

The school maintains an electronic admission register and attendance register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. A pupil's name will only be deleted from the admission register where one of the statutory grounds in regulation 9 applies.

The attendance register is taken at the start of the morning session and once during the afternoon session. The appropriate national attendance or absence code is used for every pupil. Register entries are retained for 6 years. Any amendment preserves the original entry and records the amended entry, reason, date and person making the amendment.

The school shares attendance information with the Department for Education through the statutory daily attendance data collection and provides information and returns to Worcestershire County Council where required.

4.2 School day and registration

Phase	Arrival / school day	AM registration	PM registration
Reception	Doors 8:20; school day 8:30–3:00; PM session 12:35	Universal register 8:40; closes 9:00	Universal register 1:15; closes 1:35
KS1	Doors 8:20; school day 8:30–3:00; PM session 12:45	Universal register 8:40; closes 9:00	Universal register 1:15; closes 1:35
KS2	Doors 8:30; school day 8:40–3:10; PM session 1:15	Universal register 8:40; closes 9:00	Universal register 1:15; closes 1:35

Reception and KS1 pupils are expected to arrive by 8:30am and KS2 pupils by 8:40am. The statutory morning register is taken universally at 8:40am and closes at 9:00am. The statutory afternoon register is taken universally at 1:15pm and closes at 1:35pm.

A pupil arriving after the start of their phase's school day or afternoon session but before the universal register closes will be recorded as late (L). A pupil arriving after the register has closed will normally be recorded as U (late after the register has closed), unless another attendance code more accurately reflects the circumstances.

4.3 Unplanned absence and first-day response

Parents must notify the school as soon as possible on the first day of an unplanned absence by telephone, absence message or email to the school office, giving the reason for absence and expected return date where known. Unless otherwise agreed, parents should update the school on each subsequent day.

Where a pupil expected to attend is absent without explanation, the school will make contact on the first day. If contact is not made, the school will try alternative emergency contacts and will consider the pupil's known circumstances and vulnerability. Further safeguarding action may include contacting relevant professionals, a home visit and, where there is a significant or immediate welfare concern, requesting police assistance. Safeguarding responses will be risk-based rather than automatic.

Where the reason for absence has not been established when the register closes, code N will be used initially. The school will continue to establish the reason and amend the register to the appropriate code as soon as possible and no later than 5 school days after the session. If the reason remains unknown, code O will be used.

4.4 Reporting attendance to parents

Parents will receive regular information about their child's attendance through parents' evenings, reports and targeted communication where concerns arise. Where helpful, communication will explain absence in terms of days or learning experiences missed as well as percentages. Attendance below 95%, repeated lateness or another concerning pattern may prompt earlier contact, but the school will consider context and will not use a single percentage as an automatic sanction threshold.

5. Authorised and unauthorised absence

5.1 Illness, including mental health

Absence due to physical or mental illness will normally be authorised where parents follow the school's reporting procedures. Parents should use NHS advice, including 'Is my child too ill for school?', when deciding whether a child needs to remain at home.

The school will not routinely request medical evidence. Where there is genuine doubt about the authenticity of an illness, or where repeated or prolonged absence means further information is reasonably needed to understand and support the pupil, the school may ask for appropriate evidence. We will be flexible about the form of evidence and will avoid placing unnecessary pressure on health professionals.

Where illness or health needs are affecting attendance, the school will work with the pupil, parents, SENDCo, Senior Mental Health Lead, health professionals and other services as appropriate. Reasonable adjustments and a reintegration plan may be agreed. Remote education, where appropriate, does not make a pupil present for attendance purposes and should only be used as a short-term last resort within a plan to support return to school.

Where the school has reasonable grounds to believe a pupil will miss 15 consecutive school days because of sickness, or the total number of school days missed because of sickness in the current school year will reach or exceed 15, the school will make the required sickness return to Worcestershire County Council and will consider whether the local Children Who Cannot Attend School (CCAS) process or other support is appropriate.

5.2 Medical and dental appointments

Parents should arrange appointments outside school hours wherever possible. Where an appointment during the school day is unavoidable, parents should notify the school in advance and the pupil should be absent for the minimum time necessary, attending school before and/or after the appointment where practicable. The school may ask for reasonable evidence of an appointment where needed, but will not do so unnecessarily.

5.3 Religious observance

The school will authorise absence where a pupil is absent on a day exclusively set apart for religious observance by the religious body to which the pupil's parent belongs. Where necessary, the school may seek clarification from the relevant religious body. There is no blanket one-day limit: each day requested will be considered against the statutory test.

5.4 Parents travelling for occupational purposes

Where a pupil is a mobile child and travels with a parent who is travelling in the course of a trade or business that requires travel from place to place, the school will apply the statutory attendance code and requirements. Families should tell the school as far in advance as possible. Where the child attends another school while travelling, dual-registration arrangements will be used where appropriate.

5.5 Leave of absence in term time

The Headteacher may only grant leave of absence during term time in the specific circumstances permitted by the 2024 Regulations, including a temporary, time-limited part-time timetable and exceptional circumstances. Leave for a family holiday or leisure activity will not normally constitute exceptional circumstances.

Every application will be considered individually, taking account of the facts, circumstances and relevant background context. The school will not operate blanket policies that automatically authorise or refuse a particular category of exceptional circumstance. Where leave is granted, the Headteacher will determine the number of authorised days.

Requests must be made in advance by the parent with whom the child normally lives. Parents are asked, where practicable, to submit the school's Leave of Absence Request form at least four weeks in advance. A request made with less notice will not be refused solely because it was not submitted four weeks beforehand where an emergency or genuinely exceptional circumstance could not reasonably have been anticipated. Retrospective leave cannot be granted.

The school may request reasonable evidence in support of an application. Safeguarding concerns arising from proposed travel will be managed in accordance with the Safeguarding and Child Protection Policy. For a child in care, the school will liaise with the social worker and Virtual School as appropriate.

5.6 Suspensions and permanent exclusions

Any suspension or permanent exclusion will be made only by the Headteacher and managed in accordance with current DfE statutory guidance. The school will not use informal or unofficial exclusions. Where a pupil is suspended and no alternative provision is being provided, the appropriate attendance code will be used. Relevant social workers and the Virtual School will be informed where required.

5.7 Unauthorised absence

Absence is unauthorised where no reason has been established or where the reason does not meet the statutory criteria for an authorised absence or other appropriate attendance code. Examples may include unauthorised holidays, unexplained absence, unacceptable reasons for absence and late arrival after the register has closed. Unauthorised absence may contribute to formal attendance action or legal intervention.

6. Supporting attendance and removing barriers

When attendance concerns emerge, our first response is to understand what is happening. We will listen to the pupil and family, consider in-school and out-of-school barriers, and agree proportionate support. Attendance is often a symptom of wider circumstances, so support will be coordinated with relevant school staff and partner agencies where necessary.

Support may include:

- a conversation or meeting with the pupil and parents;
- pastoral, SEND, mental-health, medical or family support;

- reasonable adjustments to remove in-school barriers;
- an Early Help Assessment or wider multi-agency plan where appropriate;
- a written attendance action or reintegration plan with clear review points;
- an attendance contract where voluntary support needs to be formalised; and
- referral to Worcestershire services or other partners where specialist or statutory support is required.

6.1 SEND, health needs and other groups facing barriers

The school will maintain high aspirations for all pupils while adapting support to individual need. Attendance information will be considered for relevant groups and cohorts, including pupils with SEND, disadvantaged pupils, pupils known or previously known to children's social care, children in care, pupils with long-term health needs and young carers.

Where a pupil has an EHC plan and attendance falls, or barriers relate to the pupil's identified needs, the school will communicate with Worcestershire County Council and consider whether an EHC plan review or other action is required. Duties under the Equality Act 2010 will be considered throughout.

6.2 Part-time timetables

All pupils of compulsory school age are entitled to a suitable full-time education. A part-time timetable will therefore be used only in very exceptional circumstances, where it is in the pupil's best interests and forms part of a wider plan to support reintegration to full-time education. It will not be used to manage behaviour or as a long-term solution.

Any part-time timetable will be discussed and agreed with parents before implementation; be temporary and time-limited; specify the provision to be received, review dates and an intended end date; be regularly reviewed; and take account of safeguarding, SEND, medical and social-care needs. Where relevant, an Early Help Assessment, Individual Health Plan or EHC plan review will be considered.

The school will notify Worcestershire County Council of any pupil accessing a reduced/part-time education arrangement through the current Children's Services Portal process and will use the appropriate attendance code (including C2 where applicable).

6.3 Reintegration after lengthy or unavoidable absence

Following lengthy or unavoidable absence, the school will plan a supportive return with the pupil and family. This may include pastoral support, reasonable adjustments, a phased reintegration where exceptionally necessary, review of learning needs and coordination with health, SEND, social care or Worcestershire services.

7. Persistent and severe absence

Persistent absence is where a pupil misses 10% or more of possible school sessions, for any reason. Severe absence is where a pupil misses 50% or more. Reducing persistent and severe absence, and preventing pupils from reaching these thresholds, is a priority.

The school will analyse attendance frequently to identify patterns and trends and will prioritise pupils who are persistently or severely absent, or at risk of becoming so. We will consider the reasons for absence, vulnerability, patterns of lateness, individual circumstances and the effectiveness of support rather than relying on a single headline percentage.

8. Worcestershire reporting, CME and CCAS

8.1 Local authority attendance reporting

In line with Worcestershire requirements, the school will use the Children's Services Portal to report pupils who are on part-time timetables, are regularly absent or have irregular attendance, or have missed 10 school days or more without the school's permission, and will provide other attendance returns required by law or local procedure.

The school will also notify Worcestershire when a pupil is added to or deleted from the admission register outside standard transition points, in accordance with the 2024 Regulations.

8.2 Children Missing Education (CME)

Children Missing Education has a specific legal meaning. A child who remains registered at Bewdley Primary School but is not attending regularly is not, for that reason alone, a CME case; the school remains responsible for following attendance and safeguarding procedures. Where a child leaves the school and their destination or suitable education is not established, or another CME concern arises, the school will follow Worcestershire's current CME procedures and make the appropriate notification.

8.3 Children Who Cannot Attend School (CCAS)

Where a pupil cannot attend school because of health or other qualifying circumstances and may require education arranged by the local authority under section 19 of the Education Act 1996, the school will work with Worcestershire through its current CCAS arrangements. The school will continue to support the pupil's education, safeguarding and reintegration and will provide information required by the local authority.

9. Formalising support and legal intervention

Where voluntary support has not been successful or has not been engaged with, the school may formalise support. Legal intervention will be considered where support is not appropriate, has not worked or has not been engaged with, and where it is proportionate in the individual case.

9.1 Attendance contracts and Education Supervision Orders

An attendance contract is a formal written agreement between a parent and the school and/or local authority to address irregular attendance. It is not legally binding and cannot be imposed in a parent's absence, but may be used to clarify agreed actions, support and expectations. Where appropriate, the school may work with Worcestershire County Council to consider an Education Supervision Order.

9.2 Notice to Improve

Where the national penalty notice threshold has been met, support is appropriate and there has not been sufficient improvement or engagement, a Notice to Improve may be used as a final opportunity to engage with support and improve attendance. Any Notice to Improve will follow Worcestershire County Council's current Penalty Notice Code of Conduct and procedures. Worcestershire's published code provides for an improvement period of up to 20 school days.

9.3 Penalty notices

Penalty notices are one of the legal interventions available for unauthorised absence. The school will consider each case individually and will follow the National Framework and Worcestershire County Council's current Penalty Notice Code of Conduct.

The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions can be consecutive or non-consecutive and the 10-school-week period may span different terms or school years. Meeting the threshold does not mean a penalty notice is automatic: the school and local authority must consider the individual case, whether support is appropriate and whether a penalty notice is the best available intervention.

For a first penalty notice issued to the same parent in respect of the same pupil within a rolling three-year period, the charge is £160, reduced to £80 if paid within 21 days. A second penalty notice within that period is £160, payable within 28 days. A third penalty notice cannot be issued to the same parent for the same pupil within three years of the first; where the threshold is met again, alternative action, which may include prosecution, will be considered.

For unauthorised term-time leave, a Notice to Improve will not normally be appropriate because the absence has already occurred or is planned and support would not prevent it. The school will follow Worcestershire's current local process when deciding whether to request a penalty notice.

9.4 Prosecution and other statutory intervention

Where attendance remains irregular and other interventions are inappropriate or unsuccessful, Worcestershire County Council may consider prosecution under section 444 of the Education Act 1996 or other statutory intervention. The school will provide clear evidence of the attendance record, support offered, parental engagement and actions taken.

10. Safeguarding and attendance

Attendance is an important safeguarding indicator. The school will monitor sudden changes, repeated unexplained absence, patterns of absence and other indicators of vulnerability in line with Keeping Children Safe in Education 2026 and the school's Safeguarding and Child Protection Policy.

Unexplained absence will be investigated promptly. Information will be shared with social care, the Virtual School, police or other partners where necessary and proportionate to safeguard a child. The school will never remove a pupil from roll simply because they have stopped attending; deletion from the admission register will only occur where a statutory ground applies.

11. Attendance monitoring, data and training

Attendance and punctuality are monitored routinely at individual pupil, year-group, cohort and whole-school level. The Senior Attendance Champion and Attendance Officer will analyse historic and emerging patterns, benchmark performance against relevant local and national information and evaluate the impact of interventions.

Data will be used to identify pupils and groups requiring additional support, including persistent and severe absence, repeated lateness, particular absence codes and patterns linked to days, sessions or circumstances. Relevant information will be shared with teachers, SENDCo, DSL, Pupil Premium lead, governors and external partners on a need-to-know basis.

All staff will receive appropriate attendance training. Staff with specialist attendance responsibilities will receive additional training in statutory requirements, coding, data analysis, safeguarding, working with families and Worcestershire procedures.

12. Policy communication, monitoring and review

This policy will be published on the school website, provided to families as part of the information shared when a pupil joins the school, and drawn to parents' attention at the beginning of each school year and whenever significant changes are made. The school will seek and consider the views of pupils and parents when reviewing attendance practice where appropriate.

The Governing Body will review attendance information at least half-termly. This policy will be reviewed annually by the Senior Attendance Champion and Attendance Officer, or earlier where DfE or Worcestershire guidance, legislation or local procedures change.

13. Links with other school policies and procedures

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Suspension and Permanent Exclusion Policy
- SEND Policy / Graduated Response
- Supporting Pupils with Medical Conditions Policy
- Managing Medicines in School Policy
- Mental Health and Wellbeing provision
- Early Help Offer
- Anti-Bullying Policy
- Inclusion Policy

14. Key national and Worcestershire sources

This policy should be read alongside the current versions of the following sources. Where a source is updated, the current version takes precedence:

- Department for Education – Working together to improve school attendance (statutory guidance, July 2026)
- Department for Education – Keeping Children Safe in Education 2026
- Department for Education – Children missing education
- Department for Education – Supporting pupils at school with medical conditions
- Department for Education – Arranging education for children who cannot attend school because of health needs
- Worcestershire County Council – Information and resources for schools: Attendance and CME
- Worcestershire County Council – Penalty Notice Code of Conduct
- Worcestershire County Council – Guidance for using Part-Time Timetables
- Worcestershire County Council – Children Missing Education procedures
- Worcestershire County Council – Children Who Cannot Attend School (CCAS) procedures

Appendix 1 – BPS graduated attendance response

The indicators below support professional judgement; they are not automatic sanction thresholds. Action may be taken earlier or differently where patterns, vulnerability, safeguarding, SEND, health needs or other circumstances indicate that this is appropriate.

Stage	Indicative signs	Typical school response	Possible next steps
Universal / good attendance	Attendance broadly secure; no concerning pattern.	Promote attendance and punctuality; maintain welcoming routines; monitor routinely.	No additional action unless a pattern or barrier emerges.
Emerging concern	Attendance below about 95%; repeated lateness; pattern on particular days/sessions; unexplained or increasing absence.	Check data; contact family; listen and understand; identify barriers; offer proportionate school support.	Pastoral/SEND/health support; closer monitoring; early help or partner advice if needed.
At risk of / persistent absence	Attendance approaching or at 10% absence, or another significant pattern despite support.	Meeting with family; review barriers and support; written attendance/reintegration plan; involve wider partners where appropriate.	Attendance contract; WCC notification/referral where required; Notice to Improve/legal consideration if support is unsuccessful, not engaged with or inappropriate.
Severe absence	50% or more absence, or exceptionally serious non-attendance.	Priority case management; frequent review; multi-agency support; safeguarding assessment; consider CCAS/health/SEND/social care pathways as appropriate.	Close work with WCC Education Engagement Team; formal/statutory intervention where appropriate and proportionate.

Appendix 2 – National attendance codes: quick reference

The school will use the current national codes in the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE guidance. This appendix is a practical summary; current statutory guidance takes precedence if codes are amended.

Code	Meaning	Typical use
/	Present (AM)	Present at morning registration
\	Present (PM)	Present at afternoon registration
L	Late	Arrived after register taken but before it closes
K	Local-authority arranged education	Attending education provision arranged by the local authority
V	Educational visit/trip	Approved educational visit or trip
P	Sporting activity	Approved supervised sporting activity
W	Work experience	Approved work experience
B	Other approved educational activity	Approved educational activity not covered by another specific code
D	Dual registered	Attending another setting where also registered
C1	Regulated performance / employment abroad	Leave for regulated performance or regulated employment abroad
M	Medical/dental appointment	Medical or dental appointment
J1	Interview	Interview for employment or admission to another educational institution
S	Study leave	Study leave – generally not applicable in primary
X	Not required to attend	Non-compulsory school age pupil not required to attend that session
C2	Part-time timetable	Authorised absence under a temporary, time-limited part-time timetable
C	Exceptional circumstances	Leave of absence granted for exceptional circumstances
T	Parent travelling for occupational purposes	Mobile child travelling with parent for occupational purposes
R	Religious observance	Day exclusively set apart for religious observance
I	Illness	Unable to attend due to physical or mental illness
E	Suspended/permanently excluded	No alternative provision made for that session
Q	Lack of access arrangements	Unable to attend because required access arrangements have not been made by the local authority
Y1	Transport not available	Statutory transport normally provided is unavailable
Y2	Widespread travel disruption	Emergency causes widespread disruption to travel
Y3	Part of premises closed	Pupil cannot practicably be accommodated in the open part
Y4	Whole school unexpectedly closed	Unexpected whole-school closure
Y5	Criminal justice detention	Unable to attend because of specified detention

Y6	Public health guidance/law	Attendance or travel prohibited under public health guidance or law
Y7	Other unavoidable cause	Unavoidable cause not covered by another Y code
G	Holiday not granted	Absent for a holiday not approved by the school
N	Reason not yet established	Reason not established before register closes; must be corrected within 5 school days
O	Other/unknown unauthorised absence	No reason established or reason does not fit another authorised code
U	Late after register closes	Arrived after registration closed
Z	Prospective pupil	Not yet on admission register
#	Planned whole-school closure	Known planned closure such as school holiday

Appendix 3 – BPS first-day absence and safeguarding response

- Parent reports absence as early as possible on day one and gives a reason.
- Office checks messages and attendance register promptly.
- If no explanation is received, school contacts the parent and, if needed, alternative emergency contacts.
- Code N is used initially where the reason is not established by register close; the code is corrected as soon as the reason is known and within 5 school days.
- Known vulnerability, safeguarding concerns, repeated absence and unusual patterns inform the level and urgency of follow-up.
- Where appropriate, school contacts relevant professionals, undertakes a home visit and/or seeks police assistance where there is a significant welfare concern.
- If absence continues, school maintains appropriate contact, offers support and considers Worcestershire reporting/referral requirements.