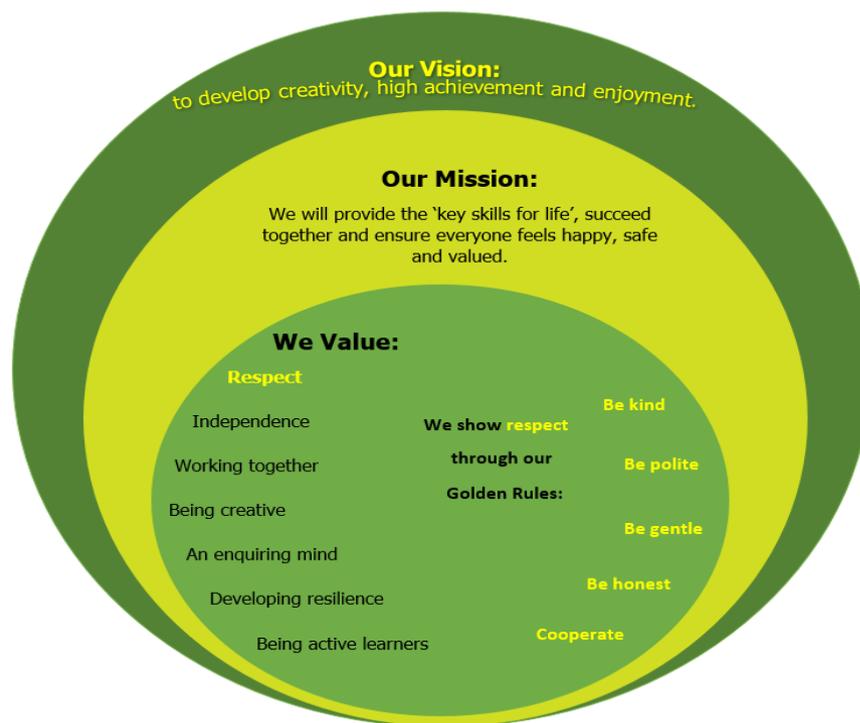


Wellsprings Primary School

Attendance Policy & Procedures.



Date policy approved and adopted: 23.11.22

Signed:

Next Review Date: 23.11.24

Part 1 Policy:

1.Introduction

It is the aim of Wellsprings School that all pupils should enjoy learning, experience success and realise their full potential. Our attendance policy reflects this and

recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department of Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

2. Aims

Our school aims to meet its obligations with regards school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and work in partnership with parents and pupils to address patterns of absence to resolve these quickly and efficiently in order to enable pupils to return back to school with improved attendance as soon as possible.

All pupils should achieve at least 95% attendance with the aim of 100%.

This policy sets Wellsprings School's position on attendance and details the procedures that **all** parents' must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents of Reception children who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children/child of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless that are not well enough to.

We believe that children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential.

Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations of the workplace.

We will also make the best provision we can for any pupil who needs additional support in school or who has been prevented from attending school, due to a medical condition.

Please see DfE guidance documents '[Supporting pupils at school with medical conditions - December 2015](#)' updated August 2017 and '[Ensuring a good education for children who cannot attend school because of health needs – May 2013](#)'

1 Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

2 A child becomes of 'compulsory school age' on the 1st January, 1st April, 1st September following their 5th Birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our pupils' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils and staff.
- Work in partnership with parents.
- Celebrate and reward good attendance and punctuality.

Effects of non-attendance

The table below indicates how what might seem like just a few days' absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons

3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's absence may indicate additional or more extreme safeguarding issues.

In line with government advice [Keeping Children Safe in Education](#) (September 2022 version), or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the local authority and /or the police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information).

4. Legislation and Guidance

This policy meets the requirements of [the 2022 school attendance guidance](#) from the Department for Education (DfE) and refers to the DfE's 2015 statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) England Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the [school census](#) explains the persistent absence threshold.

Part 2 What the Law Says and our School Procedures:

1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present
- Absent
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

2. Present at School (and lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted for statistical purposes.

It is the duty of parents to ensure that children attend school on time.

This encourages habits of good timekeeping and lessens any possible classroom disruption.

The school will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive by **8:45am** on each school day.

Our morning register is taken at **08:55am?** and will be kept open until **9.30am**.

Our afternoon register is taken at **1.30pm** and will be kept open until **1.40pm**.

A pupil who arrives late but before the registers have closed will be marked as late (**L**) – which counts as present.

A pupil who arrives late **after** the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked with the **unauthorised** absence code 'Late after registers close' (**U**). See DfE Attendance codes – Appendix One.

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in One Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

3. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil to be away from school, or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

3.1 Illness

In most cases, absence for illness which are reported by the following school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make parents aware of this expectation in advance.

The school follows the DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. (See DfE 2019 School Attendance guidance.)

In some instances, the school may ask the parent to obtain a letter from the GP. Or the school may seek parental permission to contact the pupils GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

The reporting of absence due to illness remains the responsibility of the parent.
Absences due to illness which have not have been reported to the school by the parent on the first day of absence may not be authorised.

Parents should notify the school before **8.45am** each day that their child is absent with a reasonable explanation for the absence.

***** Please call the school office on 01823 275556 to report your child's absence and illness. Or email the school office.**

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

On the child's return to school, a note should be provided by the parent, confirming the reason for their child's absence. ?

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information and support available.

Parents should also contact their GP or the NHS helpline by phoning 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

3.2 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time for the appointment. It is **not** acceptable for a child to miss a whole school day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter- only then will the absence be authorised.

3.3 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

3.4 Traveller Absence

The school will authorise the absence of a Traveller Pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such nature as to require him to travel place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child would be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in term of the requirement to attend school regularly.

3.5 Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current [DfE's statutory guidance on exclusions.](#)

Any exclusion must be agreed by the head teacher.

The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer, social worker and or virtual school. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school without parental confirmation.

4. First Day of Absence Response

Parents must contact the school by **8.45am** every day (If possible) to provide a reasonable explanation for the absence. If parents have not contacted the school as to why a pupil is not attending, we will contact parents either by phone /or text. Parents must contact the school using the office number to provide a reasonable explanation for any absence.

The school's requirement regarding emergency contact details is that parents will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed on an annual basis through data checking sheets.

If parents change their contact details they are asked to inform the school office ASAP.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a welfare check from the police.

5. Rewarding Good and Improved Attendance

At Wellsprings school we believe in rewarding the pupils for attending regularly. Wellsprings school are very aware that some children will not be able to achieve 100% due to medical issues or illness throughout the term/year and therefore ensure that when celebrating attendance, we do not only praise those children with 100%.

The Attendance cup is given out during an assembly for the class with overall good attendance. Individual pupils will receive certificates or sometimes a reward.

6. Leave of Absence Requests – ‘Exceptional Circumstances’

The guidance from the DfE currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in “exceptional circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Parents/carers who request term time leave should submit a leave of absence form preferably at least two weeks in advance. This can be requested from the school office. On this form, there should be information as to why the leave should be granted under 'exceptional circumstances'. If no reason is provided, we cannot judge whether the leave is exceptional, and we will have to refuse the request.

What are exceptional circumstances?

It is the decision of the school as to what might constitute exceptional circumstances and each request for term time leave will be considered on an individual basis. However, the following are often referred to by DfE guidance about what may be considered exceptional circumstances, or may not.

Exceptional leave MAY be:

- Close relative is seriously ill
- Significant trauma or family circumstances and a holiday will benefit the child
- Infrequent or never to be repeated occasion that can only happen at that time, eg family wedding/funeral/family experience

Exceptional leave is NOT:

- Availability of cheap flights and/or holidays
- Availability of preferred accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods.

If leave has been granted in one circumstance, it does not mean it can be granted in the future for a child/family, as granted leave of absence should be a rare occasion.

Additionally, if a child’s attendance is below 95% we will not grant leave, unless under very exceptional circumstances. Equally, if it is early on in the academic year (September/October), the child’s attendance in the previous year will also be taken into consideration.

What if you decide to go anyway?

If the school has not authorised the leave, and your child is out of school for 5 consecutive days or more, then you could receive a minimum fine of £60 per child, per parent/carer.

DfE guidance states: 'Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought, the frequency of the request; whether the parent gave advanced notice; and the pupil's attainment, attendance, and ability to catch up on missed schooling'.

7. 1 Unauthorised absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parent can provide explanations for the absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have not been properly explained.
- Pupils who arrive too late to get a registration mark.
- Shopping
- Birthdays
- Waiting at home for a delivery or parcel to be delivered.
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave – if the pupil is kept away from school longer than was agreed, the additional absence is unauthorised

7.2 If there have been at least 10 sessions of unauthorised absences this may result in Legal Sanctions, usually Penalty Notices or Prosecutions and a referral forwarded to Somerset Education Safeguarding Service (Previously education welfare). A warning letter will be sent to each parent requiring they ensure their child attend school over a 15 Day period, where there should be no unauthorised absences. If there are any unauthorised absences in this period. then a Penalty Notice will be issued to each parent.

If the 15 day, monitoring period is passed the parent will receive a letter explaining that a Penalty Notice will not be issued on this occasion. The letter will also contain an expectation that the good attendance will continue and that if there are further unauthorised absences within 3 months following this letter, a Penalty Notice may still be issued or legal action under section 444 Education Act 1996 taken.

7.3 Unauthorised Term Time leave

Any parent who takes their child out of school for term time leave of 10 continuous sessions, not authorised by the school may receive a Penalty Notice. The school must complete a penalty notice to be considered

8. Approved Educational Activity

When pupils are attending educational activities off the school site that has been approved by the school, the register will be marked to show this is the case. (See DfE 2019 School attendance guidance).

If a pupil is attending an alternate education provider, which is not a school or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternate education provider, which is not a school or Pupil Referral Unit for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a Weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance).

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences).

- Our school site, or part of it, is closed due to unavoidable causes.
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance.
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity').

10. Support for Poor School Attendance (other than unauthorised term time leave).

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reasons for the pupil's absence. If a child is reluctant to attend, it is never better to cover their absence or for the parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and make things worse at school. As a school, we need to try and understand the reasons why a pupil is reluctant to attend to be able to support pupils and parents in the best way.

When we have concerns about attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in

legal sanctions. Parents may be asked to meet with the Head teacher or member of the safeguarding team to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Team Around the School being offered.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies, as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

11. Pupils on Part-time timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have,

If for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to a full-time timetable.

12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to other's who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent/s are guilty of an offence. Parents with more than one school aged child need to be made aware that each child's irregular attendance is dealt with as a separate manner.

The school will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in 12 school week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in the following:

1. A Penalty Notice. The penalty is £60.00 payable within 21 days, rising to £120.00 if paid between 22 and 28 days. (Failure to pay will result in prosecution).

2. Prosecution

Prosecution could lead to fines up to £2500 and /or 3 month's imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information and Somerset County Council's Penalty Notice Code of Conduct). Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued.

Penalty Notices cannot be paid in instalments.

13. Children Missing in Education (CME)

Our school will add and delete pupils from roll in line with the law. The school will follow Somerset's Child Missing in Education process and make CME referral's as appropriate.

14. Following up Unexplained Absences

Wellsprings School will follow up any unexplained absences, through letters, telephone calls or text messages to establish the reason for a child's absence. When we establish a reason for the child's absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for the absence within 1 school day, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts.

15. Reporting to Parents

Wellsprings School will report on attendance during the annual reports at the end of the academic year. Where a child's attendance drops for whatever reason. Our school will call or write to the parents to highlight this, unless there is a good reason

not to. **In addition to the above the school can also report absence to TAS/TAF meetings, parent consultation meetings and any formal attendance meetings in school.**

16. Recording information on Attendance and Reasons for Absence

Wellsprings uses SIMS to record attendance information. The reason given for the absence along with the initials of the member of staff so we have a clear chronology for future reference.

17. Roles and Responsibilities

The Head teacher and Safeguarding Lead monitor attendance of pupils. However, Wellsprings School feel all staff contribute to ensure all children attend school by ensuring this is a happy stimulating environment for them to learn.

They identify:

- Pupils with attendance below 95%
- Pupils with persistent absence – below 90%
- Pupils who have a declining attendance
- Pupils with increasing unauthorised absence
- Attendance of pupils on CP or CIN plans
- Attendance of LAC
- Patterns of absence
- Regular staff meetings in which any attendance concerns may be raised.

Governing Board

It is the responsibility of the Governors to:

- Know about the school's attendance and how it compares with National figures.
- Support the school's endeavours to ensure that there is consistent excellent attendance throughout the school.
- Challenge attendance concerns within the school if required.

The Head teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The head teacher also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

18 Policy Monitoring Arrangements

This policy will be reviewed Annually by the School Governors, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

Appendix 1 Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (Not Dual registration)	Approved Education activity
C	Other Authorised Circumstances (Not covered by another code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of arrangement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc appointments)	Authorised absence
J	Interview	Approved education activity
L	Late (before registers closed)	Present
M	Medical/Dental/GP Appointment)	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education activity

R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved education activity
W	Work experience (not work based training)	Approved education activity
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live within walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances

