City of London School Attendance and Registration Policy

0. Review of Policy

0.1 This policy is reviewed annually prior to approval by the governors.

Policy last reviewed by:	Alice Martineau (Deputy Head (Pastoral))
Date last reviewed:	August 2025
Approved for Governors:	Board of Governors
Date approved:	8 October 2025

1. Introduction

1.1 This policy gives details of the School's policy and procedures for recording and monitoring attendance, and takes account of the guidance *Working Together to Improve School Attendance, August 2024*

1.2 This policy includes details of the School's approach to *Children Missing Education* (see the relevant section below).

1.3 This policy should be read in conjunction with:

- The Fire Safety Policy
- The Games Travel and Registration Policy
- The Safeguarding and Child Protection Policy
- Attendance Management Policy

1.4 This policy has regard to Part 3 (Welfare, health and safety of pupils) of the Independent School Standards Regulations.

1.5 The School has allocated the responsibility of Attendance Champion to the following members of staff:

Alice Martineau [Deputy Head (Pastoral) and DSL]
Sofie Gutteridge [Director of Safeguarding]
Mariam Padori [Attendance Lead]

2. The scope of 'attendance'

2.1 The School day runs from 8.45am to 4.00pm, with many activities taking place until

6.00pm, and some events (e.g. plays, concerts, talks) often starting at 7.00pm, Monday to Friday.

2.2 The co-curricular and sporting life of the School is varied and rich and will from time to time involve pupils spending early evenings or (more occasionally) parts of the weekend at School.

3. The pattern for school holidays

3.1 The School term dates are published in advance in CalFix (the School calendar) and on the School website and must be observed. Generally, there are three weeks' holiday at the end of the Autumn Term, two or three weeks at the end of the Spring Term and seven or eight weeks in the summer. Generally, there is a half-term break of two weeks in October or November, another of one week in February and a final week's break in May or June.

3.2 Personal and family holidays should be taken during the published holiday periods. Any request for absence during the School term must be authorised in advance by the Deputy Head (Pastoral). Only in exceptional circumstances will such absences be granted and will be for reasons of either compassionate leave or because the out-of-school activity is of educational value. Holidays taken during term time will not be authorised.

4. Contents of Admissions Register

4.1 The Admissions Register contains the personal details of every pupil in the School, along with the date of admission, or re-admission, information regarding parents and carers and details of the last school attended.

4.2 The School informs the Local Authority within five days of adding a pupil's name to the Admission Register, alongside the information held in the Admissions Register about the pupil. This includes all pupils who start School at expected times, i.e. Year 11 and Year 13.

4.3 The School seeks to ensure that there are **three** emergency contacts listed for each pupil, to ensure that contact can be made with a responsible adult in the event of an emergency and/or in the event of a child missing in education.

4.4 **Amendments to the Admissions Register**
Every amendment made to the Admission Register will include[1]:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made it

[1] This information will be recorded in the 'Notes' section of the Register.

5. Pupils Moving to a New Address and/or School

5.1 When the School is notified of a change in address for a pupil, the Admissions Register is amended accordingly with:

a) the full name of the parent with whom the pupil will live
b) the new address
c) the date from which it is expected the pupil will live at this address.

5.2 When the School is notified that a pupil is registered at another school or will be attending another school, the Admissions Register is amended accordingly:

a) the name of the other school
b) the date of when the pupil first attended the school.

5.3 If a pupil is added or removed from the Admissions Register at a non-standard transition point, the School will inform the Local Authority within five days.

6. Registration Procedures

6.1 **Procedures for daily registration**[2]

a) Every pupil must use their personal electronic access card to swipe in and out at whichever entry and/or exit point they are using.
b) It is compulsory for all pupils up to Fifth Form to be in their timetabled classrooms at 8.45am for period 1 when registration is taken by the subject teacher. Any pupil who arrives after the bell at 8.45am will be marked as late. Registration is taken at the start of each timetabled lesson by the subject teacher.
c) P1 registers must be completed by 8.50am.
d) An additional register will be taken by Form Tutors at 1.55pm. It is compulsory for all pupils to be in their Form Rooms for afternoon registration at 1.55pm; any pupil who arrives at their Form Room for registration after the bell at 1.55pm will be marked as late.
e) Subject to permission by the Head of Sixth Form, Senior Sixth Formers are expected to arrive in School at such a time that allows them to arrive punctually for their first timetabled lesson (or Tutor period / Assembly at 1050 if they do not have a timetabled lesson prior to that time), when registration will be taken by their subject teacher. If they arrive after the start of their first timetabled lesson, they will be marked as late.
f) The School operates an electronic registration using iSAMS.
g) Pupils from OG to Fifth Form arriving after 8.45am are late, and must enter the School via Reception (the Main Entrance). The Sports Entrance will be locked at 8.40am. Pupils must swipe in and sign the 'late sign-in sheet' on arrival.
h) Latecomers should go straight to their timetabled lessons.
i) By 9.30am the Attendance Lead / Receptionist will convert the 'late sign-in sheet' at Reception into "L" or "G" codes on the registers in iSAMS.

[2] Absence and Attendance Codes are listed in Annex 2.

j) After 9.30am the Attendance Lead will contact parents of pupils with the "N" code if we have not heard from them. A visual check of pupils is made prior to contacting parents.
k) The process of afternoon registration for those pupils doing Games is as given below.
l) Parental communications seeking authorised absence or explaining unauthorised absence must be recorded in iSAMS using an attendance flag.
m) The Attendance Officer will follow up absences and amend, where possible, to the appropriate code; this will ideally be done within 48 hours of the initial entry. A code "N" or "–" must not be allowed to remain in the register indefinitely. Where necessary, letters will be triggered to parents as set out in the attendance management policy.
n) In the event of a fire drill or other evacuation of the School, registers are printed and taken following the procedures described in the Fire Safety Policy.
o) Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.

6.2 **Registration procedure for Games**
The registration procedure for Games is as described in the Games Travel and Registration Policy, which should be read in conjunction with this policy.

7. Contents of the Attendance Register

7.1 The Attendance Register on each occasion of registering (morning and afternoon) for every pupil:
a) Present
b) Attending an approved educational activity (e.g. Music lesson, sports fixture, educational visit)
c) Absent
d) Unable to attend due to exceptional circumstances (authorised by the Deputy Head (Pastoral)).

7.2 The School understands its duty to follow up any absences in the following ways:
- Ascertaining the reason for absence (ill, medical appointment, etc.)
- Identifying whether this absence is approved or not
- Ensuring that the appropriate documentation is received
- Identifying the correct code to use before entering it on to the School's ISAMS register
- Ensuring that appropriate safeguarding action is taken, where required

7.3 The School recognises that poor attendance and poor punctuality can be an indicator of possible abuse or neglect. It can also be an indicator of issues with well-being, esteem and resilience. As such, the School follows up promptly on punctuality and attendance with pupils and parents. Should the School suspect possible abuse or neglect staff will follow the Safeguarding and Child Protection Policy.

7.4 The School regularly analyses attendance data to monitor patterns of lateness and absence in order to intervene as early as possible and support pupils and parents

appropriately.

8. Absences

8.1 **Absence owing to illness**

If a pupil is to be absent through illness, parents must inform the School on the morning of the first day of absence via the absence telephone line (instructions to parents are provided in the School Calfix) and on each subsequent day of absence. On the pupil's return to School a letter, note or email of explanation must be provided.

If a pupil is absent through illness (including mental illness) for an extended period of time (normally for a period of longer than five days) a doctor's certificate, or equivalent, should be provided to cover the period of absence. Where necessary, the pupil will undergo a phased re-entry to school. A phased re-entry to School will almost always be agreed with the School with guidance from the pupil's specialist consultant or other appropriate medical professional.

8.2 **Absence owing to religious observance**

Pupils may take days of absence from School for religious observance. Requests for absence for religious observance are collated by the Attendance Lead and Pastoral Administrator, on behalf of the, Deputy Head (Pastoral) at the start of the Autumn term.

8.3 **Absence other than because of illness or religious observance**

Good attendance is essential to ensure pupils make good academic progress and are well integrated into the School. A leave of absence, other than that resulting from illness or for religious observance (as described above), must be sought from the Deputy Head (Pastoral). The guidance on School Attendance indicates that such a request for leave of absence cannot be granted unless there are exceptional circumstances; the DfE guidance does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

Only the School may authorise absence from School. The School relies on parents to avoid at all costs obliging the School to categorise absence as unauthorised.

9. Children Missing Education

9.1 In accordance with the DfE guidance the School will inform the relevant local authority of any pupil who fails to attend regularly or has been absent without the School's permission for a continuous period of 10 days or more.

9.2 The School reports to the City of London Corporation any pupil whose attendance falls below 90% as noted in the School's Attendance Management policy.

9.3 Any pupil whose attendance falls below 90% is discussed by pastoral staff and appropriate measures put in place to ensure that:

a) attendance improves
b) the underlying reasons for attendance falling are understood and the pupil supported.

9.4 The School understands its obligations with regard to Children Missing Education. When staff have concerns about a pupil, they use their professional judgement and knowledge of the pupil to inform their decision as to whether welfare concerns should be escalated.

10. Deletion from the Admissions Register

10.1 The School will inform the local authority, in advance where the circumstances are known, of any pupil who is going to be deleted from the admission register, in accordance with the circumstances set out in The School Attendance (Pupil Registration) Regulations 2024. The circumstances[3] are:

a) Where the local education authority has made arrangements for the pupil to receive efficient full-time education suitable to age, ability and aptitude otherwise than at school.
b) Where the pupil has been taken out of school by their parents and is being educated outside the school system (e.g. home education).
c) Where the pupil has ceased to attend school and no longer lives within reasonable distance of the school at which he is registered.
d) Where the pupil has a medical condition certified by the school medical officer or pupil's doctor such that the pupil is unlikely to be in a fit state of health to attend school.
e) Where the pupil has been permanently excluded.
f) Where the pupil has been continuously absent from school for a period of not less than twenty school days and:
    i. at no time was their absence during that period authorised on the grounds of illness or religious observance
    ii. the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of illness or any unavoidable cause such as no longer living within reasonable distance of the school
    iii. the School and the local education authority have failed, after reasonable enquiry to ascertain where the pupil is.

10.2 The School will provide the local authority with the following information:

- full name of pupil
- full name and address of any parent with whom the pupil lives
- at least one telephone number of any parent with whom the pupil lives
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable
- the name of the pupil's other or future school and the pupil's start date or expected start date, if applicable
- the grounds (as detailed in Annex 1) under which the pupil's name is to be deleted from the Admissions Register.

[3] The School has provided a summary of the most common circumstances relevant to the School for ease of reference: this list is not exhaustive. The full list is available in Annex 1 of this policy.

Annex 1: Grounds for deleting a pupil from the Admissions Register

1.1 Grounds for deleting a pupil of compulsory school age from the school admission register set out in The School Attendance (Pupil Registration) Regulations 2024.

9.—(1) The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when—

(a) the pupil has been registered at another school, unless—
(i) a school attendance order naming the school is in force in relation to the pupil;
(ii) the pupil is a mobile child and the school is their main school; or
(iii) the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;

(b) the pupil was admitted to the school for nursery education and—
(i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but
(ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;

(c) the pupil is also registered as a pupil at one or more other schools and—
(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
(ii) the proprietor of each other school where the pupil is registered has consented to the deletion;
(iii) there is no school attendance order naming the school in force in relation to the pupil; and
(iv) the pupil is not a mobile child or, if they are, the school is not their main school;

(d) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;

(e) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;

(f) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and—
(i) that day has passed; and
(ii) there is no school attendance order naming the school in force in relation to the pupil;

(g) the pupil no longer normally lives a reasonable distance from the school and—
(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and
(ii) the pupil is not a boarder;

(h) the pupil has been given leave of absence and—
(i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave;
(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

(iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—

(aa) they have not succeeded; or

(bb) they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;

(i) the pupil has been continuously absent from the school for at least twenty school days and—

(i) none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period;

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

(iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—

(aa) they have not succeeded; or

(bb) they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;

(j) the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence;

(k) the pupil has died;

(l) the pupil will be over compulsory school age by the next time the school meets and—

(i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or

(ii) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;

(m) the pupil is a boarder at the school and—

(i) the school is a school maintained by a local authority or is an Academy;

(ii) charges for the pupil's board and lodging are payable by a parent of the pupil; and

(iii) those charges remain unpaid by the parent at the end of the school term to which they relate;

(n) the pupil has ceased to be a pupil at the school and the school is not—

(i) a school maintained by a local authority; or

(ii) an Academy; or

(o) the pupil has been permanently excluded from the school.

Annex 2: Absence and Attendance Codes

2.1	**Present at School: Registration** **Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.**	
	**Code / **	**Present in school / = am \ = pm** Present in school during registration, including in lesson registration.
	Code L	**Late arrival before the register has closed** Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
2.2	**Present at an Approved Off-Site Educational Activity** An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded. Attendance codes for when pupils are present at approved off-site educational activity are as follows:	
	Code B	Attending any other approved educational activity The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.
	Code V	**Off-site educational activity** The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must record the pupil's

		absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.
	Code D	**Dual Registered at another educational establishment** This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
	Code J1	**At an interview with prospective employers, or another educational establishment** This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
	Code P	**Participating in a supervised sporting activity** This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
	Code V	**Educational visit or trip** The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.

	Code W	**Work experience** Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
2.3	**Authorised Absence from School** 'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Absence codes when pupils are not present in school are as follows:	
	Code C	**Leave of absence authorised by the school** Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
	Code E	**Suspended or permanently excluded** If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.
	Code G	**Holiday not authorised by the school** The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
	Code I	**Illness (not medical or dental appointments)** Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to

		illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
	Code M	**Medical or dental appointments** Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
	Code R	**Religious observance** Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
	Code S	**Study leave** Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 and 13 pupils during public examinations or short periods for those preparing for internal examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
	Code T	**Parent travelling for occupational purposes** The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof

		that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. This code is classified for statistical purposes as authorised absence.
2.4	**Unauthorised Absence from School** Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:	
	Code G	**Holiday not authorised by the School or in excess of the period determined by the head teacher.** If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
	Code N	**Reason for absence not yet provided** Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
	Code O	**Absent in other or unknown circumstances** Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
	Code U	**Arrived in school after registration closed**

		Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.
2.5	**Administrative Codes** The following codes are not counted as a possible attendance in the School Census:	
	Code X	**Non-compulsory school age pupil not required to attend school** This code is used to record sessions that non-compulsory school age children are not expected to attend.
	Code Y1	**Unable to attend due to transport normally provided not being available** The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
	Code Y2	**Unable to attend due to widespread disruption to travel** The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
	Code Y3	**Unable to attend due to part of the school premises being closed** Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. This code is classified for statistical purposes as not a possible attendance.
	Code Y4	**Unable to attend due to the whole school site being unexpectedly closed**

		Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays. This code is classified for statistical purposes as not a possible attendance.
	Code Y5	**Unable to attend as pupil is in criminal justice detention** The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.
	Code Y6	**Unable to attend in accordance with public health guidance or law** The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend. Meaning, the pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
	Code 7	**Unable to attend because of any other unavoidable cause.** An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.
	Code Z	**Pupil not on admission register**

		This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
	Code #	**Planned whole or partial school closure** This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.