

# Attendance Code Changes Aug 2024:

## Ercall Wood Academy

### 1. New attendance codes:

- a. **Code K: Attending education provision arranged by the local authority.** This is only for students who are directed to a provision from the local authority and not by their own academy. I do not anticipate having to use this code as we do not currently have anyone directed by the LA.
- b. **Code C1:** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. We may have some students who take part in seasonal performances around Xmas that may use this code, or students from travelling communities who leave school for work with their families.
- c. **Code J1:** Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution. These can be used for Ercall student who are attending an interview/taster day at a new placement.
- d. **Code C2:** Leave of absence for a compulsory school age pupil subject to a part-time timetable. Only to be used for students on a modified TT, all students will be presented at pastoral panel before a MM has been agreed.
- e. **Code C:** Leave of absence for exceptional circumstance. Not a new code, however as the approved holiday code (H) has been removed, any student who Nick gives approval to their request will now be issued a C not a H code.
- f. **Code Q:** Unable to attend the school because of a lack of access arrangement. This is linked to the local authority not being able to make reasonable arrangements for the student to attend school. I do not believe this code will be used at Ercall as we do not rely on the LA to provide transport for our students.
- g. **Code Y1:** Unable to attend due to transport normally provided not being available. The student 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 (3 miles for Ercall Wood students).
- h. **Code Y2:** Unable to attend due to widespread disruption to travel. A code that will rarely be used, this is because the student is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
- i. **Code Y3:** Unable to attend due to part of the school premises being closed. This may be used if we had a partial power failure or water supply issue and we were only able to keep part of the academy open.
- j. **Code Y4:** Unable to attend due to the whole school site being unexpectedly closed. This is the new 'snow day' code where the whole academy is to close for adverse conditions.
- k. **Code Y5:** Unable to attend as pupil is in criminal justice detention. Another code I feel will not be used.
- l. **Code Y6:** Unable to attend in accordance with public health guidance or law. This would be used for a public health outbreak which means the academy cannot open for health reasons.
- m. **Code Y7:** Unable to attend because of any other unavoidable cause. Whatever the unavoidable cause is this must be recorded and any evidence collected. The cause can only affect the student and not the parent/carer/family member.