



ATTENDANCE POLICY

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1. AIMS

This Policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s [DfE’s] statutory guidance on [working together to improve school attendance \[applies from 19 August 2024\]](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This Policy is based on the Department for Education’s [DfE’s] statutory guidance on [working together to improve school attendance \[applies from 19 August 2024\]](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \[Pupil Registration\] \[England\] Regulations 2006 \[and 2010, 2011, 2013, and 2016 amendments\]](#)
- [The School Attendance \[Pupil Registration\] \[England\] Regulations 2024](#)
- [The Education \[Penalty Notices\] \[England\] \[Amendment\] Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. ROLES AND RESPONSIBILITIES

3.1 The Governing Body

The Governing Body has overall responsibility to:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the School records attendance accurately in the register, and shares the required information with the DfE and Local Authority
 - Making sure the School works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the School's policies and ethos
- Making sure the School's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the School has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping SLT focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole School and repeatedly evaluating the effectiveness of the School's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the School is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The School's legal requirements for keeping registers
 - The School's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this Policy via the work of the Curriculum Committee and Full Governing Body meetings.

3.2 THE HEADTEACHER

The Headteacher is responsible for:

- The implementation of this Policy at the School
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising the Local Authority to issue fixed-penalty notices, where necessary
- Working with the parents/carers of pupils with special educational needs and/or disabilities [SEND] to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the Local Authority when a pupil with an education, health and care plan [EHCP] has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- Communicating the School's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the School Register with the Local Authority, including:
 - Notifying the Local Authority when a pupil's name is added to or deleted from the School admission register outside of standard transition times
 - Providing the Local Authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the Local Authority with the details of pupils who the School believes will miss 15 days consecutively or cumulatively because of sickness.

3.3 THE DEPUTY HEAD RESPONSIBLE FOR ATTENDANCE

The designated senior leader [also known as the 'senior attendance champion'] is responsible for:

- Leading, championing and improving attendance across the School
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families.

3.4 THE ATTENDANCE OFFICER

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data [see section 7]
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Local Authority [authorised by the Headteacher] when to issue fixed-penalty notices.

3.5 CLASS TEACHERS/FORM TUTORS

Class teachers/form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes [see Appendix 1], and submitting this information via sims to the Welfare Office within the first 10 minutes of each lesson of the day.

3.6 SCHOOL WELFARE TEAM

School Welfare staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the School system
- Transfer calls from parents/carers to the Learning Coordinator where appropriate, in order to provide them with more detailed support on attendance.

3.7 PARENTS

Where this Policy refers to a parent, it refers to the adult the School and/or Local Authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child [i.e. lives with and looks after them].

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Parents are expected to:

- Make sure their child attends every day/timetabled session on time
- Call the School to report their child's absence before 08:00 on the day of the absence and each subsequent day of absence, advising when they are expected to return
- Provide the School with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the School day
- Keep to any Attendance Contracts that they make with the School and/or Local Authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Welfare Manager, Attendance Manager or appropriate Learning Coordinator via the Main School Officer.

3.8 PUPILS

Pupils are expected to:

- Attend every day and every timetabled session, on time
- Encourage their parents/carers to call the School to report their absence before 08:00 on the day of the absence and each subsequent day of absence

4. RECORDING ATTENDANCE

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and thereafter at the beginning of each new lesson. It will mark, using the appropriate national attendance and absence codes from the School Attendance [Pupil Registration] [England] Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- 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 the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The School day starts at 08:25 and ends at 15:00.

Pupils must arrive in school by 08:25 on each school day.

The register for the first session will be taken at 08:30 and will be kept open until the end of Form time [09:10]. The register for the PM session will be taken at 13:30 and will be kept open until 13:45.

4.2 UNPLANNED ABSENCE

The pupil's parent must notify the School of the reason for the absence on the first day of an unplanned absence by 08:00 or as soon as practically possible, by calling the School Welfare staff, who can be contacted via telephone on number 0208 572 193.

We will mark absence due to physical or mental illness as authorised, unless the School has a genuine concern about the authenticity of the illness.

Where the absence is longer than 6 days, or there are doubts about the authenticity of the illness, the School will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and recorded as such on pupil's reports shared with parents.

4.3 PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the School in advance of the appointment by contacting the Welfare Team – either by telephone or email/letter.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to Section 5 to find out which term-time absences the School can authorise.

4.4 LATENESS AND PUNCTUALITY

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The sanction of a 45-minute, no notice, same day, centralised detention will be communicated to parents via our Trackit Light App for all those who are late to School/lessons.

4.5 FOLLOWING UP UNEXPLAINED ABSENCE

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the School will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the School cannot reach any of the pupil's emergency contacts, the School may conduct a 'Home Visit'
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the School will visit the pupil's home and involve welfare officers at the Local Authority via the CFAM process
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention [see section 5.2 below], as appropriate.

4.6 REPORTING TO PARENTS

The School will regularly inform parents/carer about their child's attendance and absence levels through termly reports.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 School Attendance and the Law

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

Unauthorised absence are those which the School does not consider reasonable and for which no 'leave' has been given. These may include the following, however this list is not exhaustive:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Absences which have never been properly explained
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session
- Shopping trips
- Looking after other children or children accompanying siblings or parents to medical appointments
- Their own or family birthdays

- Holidays taken during term time without leave, not deemed 'for exceptional purposes' by the Headteacher, may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority
- Day trips
- Other leave of absence in term time which has not been agreed.

Authorised Absences are morning or afternoon sessions away from school for a genuine reason such as illness [although you may be asked to provide medical evidence for your child before this can be authorised], medical or dental appointments which unavoidably fall in school time, emergencies, religious or cultural observances for which the School has granted leave in advance or other unavoidable cause.

5.2 Approval for term-time absence

The Headteacher will allow pupils to be absent from the School site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study-leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated, before the absence, and in accordance with any leave of absence request form, accessible via the attendance tab on our website. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include [but are not limited to]:

- Illness [including mental-health illness] and medical/dental appointments [see sections 4.2 and 4.3 for more detail]
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent[s] belong[s]. If necessary, the School will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent[s] travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen [fairground people] and circus people, barges [occupational boat dwellers] and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the School, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school [and no alternative provision has been made].

Other reasons the School may allow a pupil to be absent from the School site, which are not classified as absences, include [but are not limited to]:

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the School
- Attending another school at which the pupil is also registered [dual registration]
- Attending provision arranged by the Local Authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the School premises are closed.

5.2 HOLIDAY REQUESTS

It is the policy of the school, in line with that of the local authority, that only in exceptional circumstances can term time holidays be authorised. If a term time holiday is taken, then the school requires evidence of the holiday including;

1. A completed application form [appendices] from the parent / carer explaining the reason for the absence [A copy is available from the website as a separate document]
2. A copy of the return tickets that show the student's full name and the dates of the flights
3. A copy of the student's passport.

Photocopies of the documentation will be taken and stored on the student's file. This should all be provided in advance of any trip being taken. Failure to do so may put the student's place at the school in jeopardy. When a holiday results in an extended absence a Fixed Penalty Notice [FPN] may be issued.

There is no longer any entitlement in law for pupils to take time off during the term to go on holiday. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school". The Education [Pupil Registration] [England] Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year. It is a rule of Heston Community School that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance.

We define 'exceptional circumstances' as one-off events which are unavoidable.

5.3 SANCTIONS

Our School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty Notices

The Local Authority authorised by the Headteacher, or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the School issues a penalty notice, it will check with the Local Authority before doing so, and send a copy of any penalty notice issued following their procedures.

Before issuing a penalty notice, the School will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met [10 sessions of unauthorised absence in a rolling period of 10 school weeks]
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the School has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the pupil's offence[s] can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion [where the School has notified the parents that the pupil must not be present in a public place on that day]. These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

NOTICES TO IMPROVE

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the School may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

- The grounds on which a penalty notice may be issued before the end of the improvement period.

6. STRATEGIES FOR PROMOTING ATTENDANCE

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of staff at Heston Community School. To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters/communications
- Report to parents/carers annually on their child's attendance with the annual school report
- Contact parents/carers should their child's attendance fall below the school's target for attendance
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance
- Build strong relationships with families to overcome barriers to attendance
- Ensure this Attendance Policy is clear and easily understood by staff, pupils and parents
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require more support.

In addition to this the school uses several platforms to promote the benefits of high attendance with both students & parents including: ·

- Home/school agreement
- Attendance display board
- End of term letters
- Centralised text messages
- Individual conversations with new staff members
- Induction meetings for all new starters
- Information evenings eg; Y7 settling in, Y11 parents information evening
- Transition events -Year 7, Year 10/11 evenings
- Taster days
- One to one parent meetings
- Meet & greet at entrance to School
- Assemblies
- Attendance badges.

7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

7.1 Pupils absent due to:

- complex barriers to attendance
- mental or physical ill health or SEND
- returning to School after a lengthy or unavoidable period of absence.

In dealing with these issues, in addition to the general support strategies deployed, the School will work in conjunction with families to develop a more bespoke solution to the barriers that families are facing that reflects the particular circumstances experienced Where a pupil has an education health and care [EHC] plan and their attendance falls, or

the School becomes aware of barriers to attendance that related to the pupil's needs, the School will inform the Local Authority.

8. ATTENDANCE MONITORING

8.1 Monitoring Attendance

The School will monitor attendance and absence data [including punctuality] half-termly, termly and yearly across the School and at an individual pupil, year group and cohort level. The School has granted the DfE access to its management information system so the data can be accessed regularly and securely. Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The School will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing Attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using Data to Improve Attendance

The School will:

- Develop targeted actions to address all patterns and severity of absence of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families [see section 8.4 below]
- Provide regular attendance reports to Form Tutors to facilitate discussions with pupils and families, and to the Governing Body and school leaders [including special educational needs co-ordinator, designated safeguarding leads and pupil premium leads]
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the School's strategy for improving attendance.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the School and/or Local Authority considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the Local Authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the School will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary [see section 5.2, above]
- A variety of communications opportunities both written and face to face advising parents of the negative impact of poor attendance and addressing potential barriers are deployed.

9. MONITORING ARRANGEMENTS

This Policy will be reviewed as guidance from the Local Authority and/or DfE is updated, and as a minimum every three years by Deputy Headteacher in charge of attendance. At every review, the Policy will be approved by the full Governing Board.

10. LINKS WITH OTHER POLICIES

This Policy links to the following policies:

- Safeguarding Policy
- Behaviour Policy.

APPENDIX 1: ATTENDANCE CODES

The following codes are taken from the DfE's [guidance on school attendance](#).

CODE	DEFINITION	SCENARIO
/	Present [am]	Pupil is present at morning registration
\	Present [pm]	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the School		
K	Attending education provision arranged by the Local Authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the Local Authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the School
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the School
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment [paid or unpaid] during school hours, approved by the School
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent[s] who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness [not medical or dental appointment]	Pupil is unable to attend due to illness [either related to physical or mental health]
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

CODE	DEFINITION	SCENARIO
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the School is closed unexpectedly [e.g. due to adverse weather]
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the School would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the School	Pupil is absent for the purpose of a holiday, not approved by the School
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the School isn’t satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays