



# **Attendance Policy**

**Agreed by Governors: Autumn 2025**

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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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>

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

**The Governing Board** is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- 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
- 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 school leaders 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 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
- Our link governor for attendance is Chris Hodson

**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

- Issuing fixed-penalty notices, where necessary, and/or authorising the local authority attendance team to be able to do so
- Working with the parents 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 (EHC) plan 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 through all available channels

**The Designated Senior Leader Responsible for Attendance (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, processes and absence data
- Regularly monitoring and evaluating progress in attendance
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Establishing and maintaining effective systems for tackling absence
- Benchmarking attendance data to identify areas of focus for improvement
- Liaising with pupils, parents/carers and external agencies, where needed
- Building positive relationships with parents to discuss, tackle attendance issues and create a plan
- Directing the pastoral team to deliver targeted intervention and support to pupils and families
- Working with education welfare officers where appropriate to tackle persistent absence
- Advising the headteacher when to issue fixed penalty notices

The designated senior leader responsible for attendance is Nikki Harvey and can be contacted via 01952 386870 or dothill@taw.org.uk

**The Education Welfare Officer's** duties and responsibilities include:

- Visiting school one half day every three weeks to identify pupils with unacceptable levels of absence and discuss actions with the school for individual pupils
- Undertake regular register reviews and advise school on the use of appropriate attendance codes
- Review and advise on school attendance policy and target setting
- Contribute and advise on strategic interventions to improve school attendance & reduce persistent absence
- Prepare end of term charts mapping attendance trends
- Visit the homes of children & families and work with them to address the presenting problems
- Take responsibility for updating case notes, recording of any visits/action/contact with families and other administrative duties
- Participate in delivering training to school staff regarding school attendance
- Undertake Early Help Assessments where school attendance is the primary concern

- Attend CP Conferences/Core groups, Early Help meetings when necessary
- To contribute to any safeguarding procedures and referrals to Family Connect where appropriate.
- Advise school on any appropriate legal intervention to address poor attendance and prepare court reports if required.
- Preparing detailed referrals for the Attendance Support Team when parents are Interviewed Under Caution.
- Prepare detailed Court referrals and subsequent reports when parents are assed for legal action regarding non-school attendance offences.
- Attend Court as a witness when required to do so and representing the school and the Headteacher.

**Class Teachers** are responsible for recording attendance for both morning and afternoon sessions daily and submitting this information to the school office. Morning registers are taken at 8:45am (classroom doors will be open from 8:30am) and the afternoon registers are taken at 1pm. Any child that arrives to school after 9:15am will be marked as late.

**School Admin staff** will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- Make phone calls to families who have not called in to report a reason for absence
- The admin team will share information with the attendance lead and where appropriate the attendance lead will discuss individual cases with the pastoral team who will make follow up calls to support

## 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)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on each day of absence
- 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
- Seek support, where necessary, for maintaining good attendance, by contacting Nikki Harvey (Attendance Champion), Clare Thornhill or Karen Sturmey (pastoral team) on 01952 386870 Or [dothill@taw.org.uk](mailto:dothill@taw.org.uk)

## 4. Recording Attendance

### 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 once during the second session. 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:

- For pupils of compulsory age, 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.

### 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 9am or as soon as practically possible, by calling the school admin staff, who can be contacted via 01952 386870. Parents must continue to inform school in this way on each subsequent day of absence.

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 5 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 parents will be notified of this in advance.

### 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.

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.

Within school there are clear procedures with regards to requests for leave in term time. These follow the guidance of the LA and new DfE regulations. We will only consider leave in term time where both:

- the application is made to the headteacher in advance of the leave by a parent/carer the child normally lives with **and**
- there are exceptional circumstances, as agreed by the headteacher for the leave.

We will only agree absence in **exceptional circumstances** which will not include holidays.

Leave of absences in term time are actively discouraged by the school and the LA, and we will follow the advice set out by the DFE as follows:

- each request can only be judged on a case-by-case basis
- even in exceptional circumstances it is expected that the headteacher will use their discretion
- The headteacher should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merits
- as a general guide any activity, holiday or event that can be arranged during the annual 13-week holiday time should not be authorised during the school term

All parents requesting leave of absence must complete a request form with as much notice as possible (at least four term-time weeks), and preferably before booking any trip abroad (this is available to completed online on the website or this can be requested from the school office).

A written response will then be sent by the headteacher. If the absence is authorised, the letter will detail how many days are authorised. If the absence is unauthorised, parents could be issued with a penalty notice. In Telford & Wrekin, Holiday Penalty Notices (HPN) are issued by the Attendance Support Team to parents who take their children out of school during term time without getting authorisation from the school.

### **Lateness and Punctuality**

A pupil who arrives before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Punctuality will be monitored regularly to enable school to identify those who have a regular pattern of lateness. As a school team, we will seek to support families to ensure their children are able to attend on time.

If we have concerns about the number of times your child has been late, we may call to discuss and offer support, send a letter outlining our concerns or invite you in for a meeting.

### **Following up Unexplained Absence**

Where any pupil who 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 contact other agencies to seek advice and support, for example Family Connect or the Local Authority attendance team
- 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 – this will be no later than 5 working days after the session(s) for which the pupil was absent
- 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 consider involving an education welfare officer
- At any point during unexplained absence the school or welfare officer may complete a home visit. This is to ensure that all is safe and well and offer support.

- 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, a notice to improve, penalty notice or other legal intervention may be issued

#### 4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.

## 5. Authorised and Unauthorised Absence

### 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.

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.

This form should be sent to the school in time for the request to be considered before the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four term-time weeks before the requested leave to allow sufficient time for appropriate consideration.

Any request should be submitted as soon as it is anticipated and, where possible, at least four term-time weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. 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
- 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, bargees (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 that 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 Warnings and 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.

### Lateness

Persistent lateness can have a huge impact on a child's education, mental health and wellbeing. Therefore, if school identifies a family with increased lates then the pastoral team will check in and offer support. If lateness does not improve, a letter will be sent home outlining concerns and remind parents of school expectations.

#### SAL 1

When a child's attendance becomes a concern a 'School Attendance Letter'. This is to highlight the attendance concerns. Parents may be asked to come into school for a meeting. This meeting is to support families in improving attendance and discuss any difficulties you may be having that impacts on attendance.

#### SAL 2

If attendance does not improve, a second letter will be sent to parents. This is called a SAL 2 (school attendance letter 2). This letter will outline parental legal responsibilities in ensuring regular and punctual attendance. School will continue to monitor attendance closely and when a child is absent from school, parents must provide evidence to avoid an unauthorised absence.

### Penalty Notices

The headteacher, local authority 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 it a copy of any penalty notice issued.

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
- Whether a parent has purposefully tried to avoid a Penalty Notice by taking their child out of school when there is only four pupil days in school and the fifth day is for example a PD Day or bank holiday attached to that week.

If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday.

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).

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.

### 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 doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case
- 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

We promote good attendance explicitly with children in school, celebrating this in assemblies or on displays in the school. Each week we share the success of the class with the highest attendance for that week. This information is shared and celebrated in assemblies and shared with parents in a weekly newsletter.

In the Autumn and Spring term parents are invited to attend a consultation with the class teacher. During this meeting the teacher will inform the parent / carer of current attendance percentage. They will celebrate good attendance discuss attendance further if any concerns.

Social media is used to promote good attendance to parents and share facts and figures about absence from school. As a school, we also send regular messages and reminders to parents of the importance of attendance via the school website and email.

## **7. Supporting pupils who are absent or returning to school**

### **Pupils absent due to complex barriers to attendance, mental or physical ill health or SEND**

Early Help means providing support as soon as an issue emerges, at any point in a child's life: we work closely with families to support them with a wide variety of strategies towards pupils with complex barriers to attendance and how we can remove these so that children can be in school.

Practical support in school might be behaviour support and advice, reward charts, sleep and bedtime routines, healthy eating.

Emotional health and wellbeing for children and families will be provided via the pastoral team, SENDCo and senior leaders in school. They will support with wellness and self-care, anxiety support, emotional wellbeing and transitions.

SEND and mental health signposting to services such as BeeU, PODS, the autism hub will be offered through our SENDCo and pastoral team.

Cost of living support is on offer through our uniform bank, including winter coats and shoes, free school meals and signposting to other outside agencies.

Signposting to outside agencies such as Family Connect, the school nurse, Citizen's Advice, Strengthening Families, Housing, Transport, Telford Crisis support.

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.

### **Pupils returning to school after a lengthy or unavoidable period of absence**

We will help and support pupils' re-integration into school where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible

## **8. Attendance Monitoring**

### **Monitoring Attendance**

In addition to monitoring through the daily register, 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.

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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.

When monitoring attendance, schools are legally required to notify the local authority where pupils are coded I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

### 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

### Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) 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 severe absence, and their families (see below)
- Provide regular attendance reports to class teachers and other relevant school staff (e.g. pastoral support), to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- 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

### 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)

## **9. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two years by the head teacher. At every review, the policy will be approved by the full governing board.

## 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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> </ul>

		<ul style="list-style-type: none"> <li>Remanded to youth detention, awaiting trial or sentencing, or</li> <li>Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays