Attendance Policy V1

Document Management

This document was adopted by the Governing Body/SLT: September 2024

This policy should be reviewed every two years.

Document Control

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Reference	Description	Date
Paula Woodward	Creation of policy in line with new guidance	September 2024

For clarity throughout this policy the words Franche Community Primary School, school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.

Contents

1. Aims

At Franche Community Primary School we are committed to ensuring every child has the best possible learning opportunities in school and to inspire a love of learning so that children are able to achieve their full potential.

To achieve this, we value good attendance and punctuality and have high expectations.

This includes:

- Work as a whole-school team to support good attendance and monitor this regularly;
- Recognise that good attendance starts with school being a place where children want to be;
- That children need to feel safe in school;
- Support parent/carers to fulfil their legal duty to ensure children of compulsory school age (a child becomes compulsory school age on the 1st of January, 1st April or 1st September following their fifth birthday); and
- Children need to attend school regularly and on time to support good progress.

It is vital that children develop regular attendance habits at an early age. Therefore, the school encourages parents of nursery and reception children who are not yet of compulsory school age to send their children to every session that is available to them.

We are committed to meeting our obligation to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on 'Working Together to Improve School Attendance,' (19th August 2024) through our whole-school culture and by creating an 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;

- Promote and supporting punctuality in attending lessons;

- Building strong relationships with families to make sure pupils have the support in place to attend school.

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 and 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](#)

- [School census guidance](#)

- [Keeping Children Safe in Education](#)

- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

- [NHS - IS my child too ill for school?](#)

3. Roles and Responsibilities

3.1 The Governing Body

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 on 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 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 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.

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;
- Requesting fixed-penalty notices;
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance, and where pupils with SEND face in-school barriers;
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

3.3 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader 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 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

- Alongside the Attendance Officer monitor pupils with an Education, Health and Care Plan (EHCP) who may have falling attendance, or where there are barriers to attendance that relate to the pupil's needs and support the child and family to remove barriers in school;

- Alongside the Attendance Officer, provide professional development and training for staff to ensure attendance is a collective responsibility as part our culture that 'attendance is everyone's responsibility'.

The designated senior leader responsible for attendance is Paula Woodward.

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;
- Work in partnership with local schools and agencies to explore patterns of absence;
- Work with individual children and their families to understand, support and address in school barriers to attendance;
- Where out of school barriers are identified, work with the Designated Attendance Lead to signpost and support access to outside services and agencies;
- If the issue persists, take an active part in the multi-agency effort to remove barriers, including working with education engagement officers to tackle persistent absence;
- Accurately code absences following the DfE legislation (see Appendix 1);
- Advising the headteacher when to issue fixed-penalty notices.

Contacts for Attendance at Franche Community Primary School:			
Attendance Officer	Mrs Ellis	01562 751788 Ext 1001	attendance@francheprimary.worcs.sch.uk
Designated Senior Lead for Attendance	Paula Woodward	01562 751788 Ext 1011	safeguarding@francheprimary.worcs.sch.uk

3.5 Class Teachers

- Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis;
- Saving registers using the schools MIS promptly after registration closes;
- Recording messages from parent/carers on the school's MIS regarding school absence;
- Promoting the benefits of good attendance with all children;
- Supporting good attendance by removing barriers for individual children to attend school;
- Having conversation with parent /carers to praise good attendance or to explore and support reasons for children not being in school.

3.6 The School Office Staff

School office staff will:

- Accept calls from parents/carers about absence on a day-to-day basis and record it on the school's MIS and CPOMS if appropriate;
- Transfer calls from parents/carers to the most appropriate member of staff (Attendance Officer, Assistant Head or Senior Lead for Attendance) where appropriate, in order to provide family's support.

3.7 Parent/Carers

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 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 school every day and on time;
- Contact the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return;
- Provide the school with two emergency contact numbers for their child;
- Inform school in writing/email if parent/carers or emergency contact details change;
- Ensure that, where possible, appointments for their child are made outside of the school day;
- Where emergency appointments are taken in school hours, inform the school prior to the appointment and take the least amount of time feasible before returning to school;
- Work openly and honestly with school to achieve positive outcomes via the use of an attendance Early Help Attendance Plan to support improving attendance;
- Inform school of any problems that may affect their child's ability to attend school;
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Ellis who can be contacted by email on attendance@francheprimary.worcs.sch.uk or on 01562 751788.

3.8 Pupils

Pupils are expected to:

- Attend school every day;
- Get to school on time ready to start the day;
- Be appropriately prepared for the school day;

- Use their growth mindset; we all have days where we feel a little under the weather or just don't feel like coming to school; *try to use your growth mindset and attend school so that you can achieve your very best*.
- Talk to your safe adult about any worries that might affect you attending school.

4. Recording Attendance

4.1 Attendance Register

Franche Community Primary School 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:

- 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 8.30am and ends at 3pm (3.20pm for Nursery).

Pupils may arrive in school between 8.30am and 8.40am on each school day.

The register for the first session will be taken at 8.40am and close at 9am.

The register for the second session will be taken at 1pm and will be kept open until 1.20pm.

4.2 Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08.30am, by Parentmail, leaving a voicemail or calling the school office staff (01562 751788).

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.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carers 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. Parents/carers should email a copy of the supporting medical letter to attendance@francheprimary.worcs.sch.uk prior to collecting their child from school. If the absence is for any other reason an application for leave form must be completed as far in advance as possible.

4.4 Lateness and Punctuality

A pupil who arrives late:

8.40am – 9am	Present
9am – 9.20am	Late
9.20am onwards	Absent

We will set high expectations for the punctuality of all pupils and communicate these regularly to pupils and parent/carers through all available channels.

Punctuality will be tracked and monitored daily and analysed on a weekly basis.

Where a child has arrived late more than three times in a rolling 10-week period this will be monitored closely, support put in place to improve punctuality and where appropriate further action taken.

Where appropriate, support will be offered to the pupil and/or their parent/carers to improve punctuality.

Where support is not appropriate, not successful, or not engaged with a penalty notice can be requested in the event of there being more than 10 late arrivals after the close of registers in the space of a rolling 10-week period.

Refer to section 5.3 for explanation of penalty notices.

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:

- Send a Parentmail communication to inform the parent/carers that their child has not arrived to school, the absence is currently unexplained and parent/carers are requested to contact school;

- Within an appropriate time, call the pupil's parent/carer 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 carry out a safe and well check to the family home;

- If school have concerns for the welfare of a child and have not managed to make contact, we would contact the police to do a safe and well check;

If contact is made with parent/carers, we will:

- 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);

- If no reason has been established by the end of the school day (3.00pm) the absence will be recorded as unauthorised and unexplained;

- Call the parent each day that the absence continues without explanation, to make sure appropriate safeguarding action is taken where necessary. If absence continues, the school will consider seeking the support of an education engagement officer;

- Where relevant, report falling or unexplained absence to the pupil's social worker or 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 we will consider issuing a notice to improve, penalty notice or other legal intervention (see section 5.3 Sanctions below).

4.6 Reporting to Parents

The school will regularly inform parent/carers about their child's attendance and absence levels. This will include Autumn and Spring parents' evenings, RAG letter and an end of year report.

5. Authorised and Unauthorised Absence

5.1 Absences

- Approval will not be given for holidays booked in term-time;
- If the parents/carers do not apply for leave of absence in advance, the absence will be recorded as unauthorised. The Headteacher is unable to retrospectively approve leave requests;
- If the pupil is kept away for longer than was communicated, the absence will be coded as unauthorised;
- Medical evidence may also be requested if there is a period of illness at the beginning or end of a requested period of leave;
- School is unable to provide home learning to pupils during a period of unauthorised absence from school; for example, sending work home whilst a child is on holiday.

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 (i.e., school entrance exams)

- 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 events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

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

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 and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via: https://www.francheprimary.co.uk/web/attendance/654919 or printed copies from the school office. The headteacher will 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, 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 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.

5.3 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:

Parent/carers have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parent/carers who may both be subject to legal sanctions if their child fails to attend school regularly.

It also applies to others who may not be the parent/carer but may have day to day care of the child.

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

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

The school will refer cases of unauthorised absence that meet the threshold for a penalty notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.

Penalty notices are intended as a sanction for low level offences and a tool to support improved school attendance, for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information

Penalty notices and prosecution proceedings are issued to each parent/carer with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

6. Strategies for promoting attendance

Franche Primary school will encourage good attendance and punctuality through a system of reward and recognition; including but not limited to recognising weekly best phase attendance and punctuality, termly individual 100% attendance and annual attendance upwards of 98%. Pupils who achieve cumulative 100% attendance are individually celebrated.

7. Supporting pupils who are absent or returning to school

At Franche Community Primary School we will do all we can to support pupils returning to school after a period of absence and to meet individual needs.

This may include (but is not an exhaustive list):

- Home Visit to reassure the young person and talk through positive aspects of school to support their return;
- Meet and greet;
- Buddying a child up with a close friend for the day;

- Early entry to school while it is peaceful and quiet;
- Brilliant Book;
- Lunch Club;
- Check-in with a safe and well-known member of staff chosen by the child;
- Use of the Wellbeing Room (The Den) for pastoral support;
- Celebrate successes throughout the day;
- Dojos;
- Support from the Wellbeing Team.

7.1 Pupils absent due to complex barriers to attendance, mental or physical health or SEND

At Franche Community Primary School we will aim to remove barriers to attendance for pupils experiencing mental or physical health concerns, and for children with SEND. This may include, (but is not an exhaustive list):

- Support from the class teacher to remove barriers to attendance and to promote curriculum content;
- Additional support with the Year Band Leader, Early Help Family Support Worker (Mrs French), or HLTA (Miss Plant) to discuss and remove barriers to attendance;
- Targeted support from the Attendance Officer and Designated Senior Lead for Attendance to work with the family using an Early Help Attendance Plan to look at what is going well, what are the barriers to attending school, plan strategies to remove barriers to attendance and review this over a period of time;
- Where a child has a Education Health and Care (EHE) Plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will support and also inform the local authority.

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

Franche Primary will also celebrate the attendance of those pupils with chronic illness or other mitigating circumstances where they have attended school as regularly as they are physically able to do so.

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.

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.

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;

- 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 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 severed absence, and their families (see section 8.4 below);

- Attendance reports are shared with class teachers to facilitate discussions with pupils and families, and to the governing body and school leaders (including Special Educational Needs Co-ordinator, Designated Safeguarding Lead and Pupil Premium Lead);

- Raise concerns about specific pupil's attendance at weekly vulnerability meetings to consider what support is most appropriate to achieve improving attendance;

- 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:
  - o Discuss attendance and engagement at school
  - o Listen, and understand barriers to attendance
  - o Explain the help that is available
  - o Explain the potential consequences of, and sanctions for, persistent and severe absence
  - o 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 5.3, above).

9. Children Missing Education (CME)

Our school will add and delete pupils from roll in line with Regulation 8 Education law. The school will use the Worcestershire County Council Portal to report any children leaving our school, on part time timetables, attending irregularly, or joining the school outside of usual transition phases. If we have any CME related concerns we will contact CME@worcschildrenfirst.org.uk

10. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by a member of the Attendance team and Senior Leadership Team. At every review, the policy will be approved by the full governing board.

11. Links with Other Policies

This policy links to the following policies:

- Child Protection and Safeguarding policy;
- Behaviour policy.

Date of last Franche review: September 2024

Date of next Franche review: September 2025

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
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: - 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