

Attendance Policy

Riverside Primary Academy



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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 Board

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
- 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 special attendance function in their role, including interpreting and analysing data.
- Sharing effective practice on attendance management and improvement across schools
- Holding the Headteacher to account for the implementation of this policy
- The link Governor for attendance is Mrs Rutherford (who is also the school's Business Manager) and the office staff responsible for day-to-day administration of attendance is Ms Harrison.

3.2 The Headteacher

The Headteacher is the designated senior leader responsible for attendance and is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data regularly with the link Governor for school attendance and plan interventions and note improvements – analysing strategies that have worked
- reporting attendance to governors in the Headteacher’s Report
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and authorising Ms Harrison and Mrs Rutherford to be able to do so when in agreement criteria is fully met
- 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

3.3 Class Teachers

Class Teachers 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 to the school office promptly.

3.4 School Office Staff

Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system giving basic guidance on general matters and asking when we might expect the child to return to school
- Make accurate and timely notes on our system to record a parent/carer’s reported reason for absence for their child
- Make accurate and timely notes recording any medical appointment information they have seen and remind parents to make appointments out of school time as far as possible
- Seek then record evidence from parents/carers regarding any claim of changed flights/ Home Office appointments/ Passport appointments and parent study commitments
- Note promptly any child known as an attendance or safeguarding concern and keep Class Teachers and the Headteacher or a DSL aware of absences as they happen
- Make persistent ‘first call’ telephone calls from 9.30am onwards using the first contact name and proceeding onto the second and third, etc, as necessary
- Informing the Headteacher should no contact be made with any listed person on the child’s contact details
- Provide DSLs with attendance reports for Safeguarding or Early Help meetings that are recorded in the school diary
- Transfer calls from parents/carers to the Teacher/Headteacher or DSL where appropriate, in order to provide them with more detailed support on attendance
- Provide Leave of Absence forms to parents who request them for planned absences which are not holidays taken in term time.

- Automatically issue letters for families who have taken children of legal school age out of school for a holiday in term time.

3.5 Link Governor for Attendance/Business Manager

The Link Governor for attendance/ Business Manager is responsible for:

- Collating information in preparation of any attendance meeting with the Headteacher
- Meeting with the Headteacher on a very regular basis (which might be fortnightly/monthly/half-termly) for children in the category of 96% and above attendance, 90% to 95% attendance, Persistent absence pupils below 90% attendance and severely absent children with attendance of below 50%. Children with poor attendance in the previous year will also be monitored.
- Identify any strategies that are working.
- Identify families who are at risk of poor attendance and discuss an individual strategy for helping them to improve attendance.
- Collate up to date information for and discuss with the Headteacher all vulnerable children who have safeguarding or persistent/severe non-attendance issues.

3.6 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:

- Be aware that once they agree to enrol their child at our school, we expect the child to attend daily even if they are of non-compulsory school age. For nursery children who attend 15 hours only, a pre-arranged pattern of attendance will be agreed between the school and the parent.
- Make sure their child attends every day on time
- Call the school on 0191 4601918 using 'Option 1' to leave a voicemail or leave a text message on MyEd app to report their child's absence before 9.00am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 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 the class teacher for advice if necessary. This can be done by calling 0191 4601918 and requesting the class teacher to call you back if you are unable to see them at the classroom door.

3.7 Pupils

Pupils are expected to:

- Attend school every day, on time
- Ask adults for help, using the variety of methods known to them, if they would like some support.

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 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 9.00am and ends at 3.30pm.

Pupils must arrive in school by 8.50am/8.55am on each school day to allow time to get prepared for the first lesson which begins at 9.00am.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am. The register for the second session will be taken as soon as each afternoon session begins and kept open for 30 minutes.

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 9.00am or as soon as practically possible, by calling the school office on 0191 4601918 using 'Option 1' to leave a voicemail or by texting a message to school using the MyEd app.

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 at the earliest opportunity.

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 showing a medical letter/appointment card/appointment confirmation text or email at the school office. 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 and must return to school after the appointment.

For non-medical requests for leave of absence from school, parents can request a leave of absence form from the school office. School holidays taken in term time can not be granted permission so we advise parents/families not to book holidays during term time.

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

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:

- Identify whether the absence is approved or not
- 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 call Children's Social Care or the Police.
- 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, Social Services or the Police.
- 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 by making a referral to Early Help, Children's Social Care or other relevant agencies
- 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, legal intervention will be arranged in the form of a notice to improve, a penalty notice or another legal intervention (See section 5.2 below)

4.6 Reporting to parents

The school will continuously inform parents about their child's attendance and absence levels via our MyEd app. If concerns emerge regarding punctuality or attendance, the school will also send letters to parents or the Headteacher will hold a telephone conversation or a meeting to discuss any family issues and make suggestions regarding any help and assistance we can offer families.

5. Authorised and unauthorised absence

5.1 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 an activity arranged by the school
- 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:

- A wedding of their parent
- A family funeral
- A family emergency
- Visiting a parent in prison during family days
- As part of a fostering /adoption/kinship process
- A sporting competition (but not to visit fun parks as part of the competition)
- An examination e.g., piano or dance competitions (or similar)
- To visit a new school or dual registration at another school or arrangements made by the Local Authority to accommodate a registered child elsewhere
- To attend statutory meetings such as Home Office requests to see the family
- An assessment to be carried out by professionals on the child or their family
- To work with other professionals who support the child e.g., a Youth Offending Officer or Social Worker
- 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)

The Headteacher will not authorise a leave of absence for:

- a pupil to take part in protest activity during school hours.
- the purposes of a family holiday nor for changes to holiday plans if flights are changed and they merge into term time. Parents are expected to ensure that other family members do not book holidays for their children during term time and they must ensure that their children return to school on time for the start of a new term without missing any learning time.
- children to be absent for parents to attend conferences nor for parents to carry out responsibilities relating to their own studies.

The school considers each application for term-time absence individually, considering 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 one week before the absence, and in accordance with the school's Leave of Absence Request form, accessible via our school office. Once you have

accepted a place in our school, whether your child is of compulsory school age or not, the Headteacher may require evidence to support any request for leave of absence.

5.2 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 Headteacher (or someone authorised by them), 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

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 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 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

Other Legal Interventions

A range of legal interventions can be used to support a school to improve the attendance of their children. The route chosen will depend on the context and circumstances of the child's non-attendance. These include:

- Penalty notices (see above)
- A notice to Improve (see above)
- Attendance contracts
- Parenting orders
- Education Supervision Orders
- Attendance prosecution in a Magistrate's Court

See 'Working together to Improve School Attendance', August 2024 for details.

6. Strategies for promoting attendance

We offer a range of strategies in school to promote attendance. Some are for the individual child and some are collectively rewarded to the whole class. These include:

- Certificates and verbal praise
- Golden Tickets (building towards an additional school trip)
- Pupil of the Week awards
- A weekly presentation to the whole school in Praise Assembly in which reasons for acceptable non-attendance, unacceptable non-attendance and school expectations are discussed
- Weekly prizes for the classes who have 99% to 100% attendance collectively.
- Vouchers and certificates for children with 100% attendance all academic year.
- Vouchers and certificates for children who have 100% attendance throughout their entire time in primary school.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance including SEND, physical or mental health or a prolonged absence from school

We will work with families to offer the following support:

- Emotional support from teachers and teaching assistants for children who struggle with school attendance.
- A 'Team Around the Family' can be established if families accept this support. This can be multi-agency.
- A referral to Early Help can be made by the school if families give permission for a referral.
- A referral to Children's Social Care can be made if this would support the family's needs.
- A referral to EBSA can be made for support for both the family and the school.

- Where a pupil has an education health and care plan (EHCP) 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.

Long-term absence from school can not be accepted so a structured and agreed time-limited plan of action must be agreed between the family and the school. Parents must note that lack of engagement with support offered and an inability or disinterest in making a concerted effort to return a child to full time education within an agreed timeframe will escalate to legal intervention. Please also note that the new statutory guidance, Working Together to Improve School Attendance, escalates parents of children with non-attendance towards penalty notices and formal legal interventions rapidly.

8. Attendance monitoring

8.1 Monitoring attendance

The school monitors attendance daily and is watchful of families we are aware of who have poor attendance. The Headteacher and Link Governor for Attendance/ Business Manager scrutinise the attendance of all families as an ongoing concern and meet very regularly to scrutinise patterns of behaviour, absence of linked siblings and vulnerable families. We consider in depth how children are improving their attendance and consider which strategies are effective. We consider which children should be praised for good attendance and who has fallen into the categories of below 95%, Below 90% and severe non-attendance. Punctuality as well as attendance is considered.

The school has a series of methods of communications in which we work with families. This includes, letters, phone calls from the Headteacher and meetings or home visits from the Headteacher. If there are concerns regarding poor attendance, it is likely that the Local Authority will be contacted for the purpose of administering formal proceedings such as fines, parenting orders and prosecution.

Specific pupil information is shared with the DfE every week and this is sent automatically.

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 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)

- Provide regular attendance reports to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator and designated safeguarding 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 then follow the procedure mentioned above
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education. This might possibly conclude with a referral to Children's Services if appropriate.
- 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. 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:

- Child protection and safeguarding policy
- Behaviour policy
- Is My Child Too Ill For School guidance document.

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:

		<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