Aldington Primary School

Attendance Policy

Approved by:	Mr B Dawson
Date agreed:	September 2026
Date of next review:	September 2027

Statement of Intent

Aldington Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.
(DFE guidelines, www.education.gov.uk/schools/pupilsupport/behaviour/attendance)

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher, Senior Leaders and all staff, in partnership with parents, have a duty to promote full attendance at Aldington Primary School.

Aims

We 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 ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

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

Roles and Responsibilities

Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and share 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 keep 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
- Holding the headteacher to account for the implementation of this policy

Headteacher

The headteacher is responsible for:

- The implementation of this policy
- Monitoring school-level absence data and reporting to the governors
- Support staff with monitor the attendance of individual pupils (through weekly attendance/wellbeing meetings)
- Monitoring the impact of any implemented attendance strategies
- Authorising fixed-penalty notices, where necessary
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (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/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

Senior Leaders

The designated senior leader (also known as the 'senior attendance champion' responsible for attendance

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance

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

The designated senior leader responsible for attendance is ***Mr Dawson*** and she can be contacted via 01233 720247 and/or email: office@aldington.kent.sch.uk

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
- Provide senior leaders with attendance data for whole school, vulnerable groups and individuals
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Liaise with senior leaders and support with the administration of attendance letters and referrals
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is ***Mrs Blake*** and she can be contacted via tel: 01233 720247 and/or email: office@aldington.kent.sch.uk.

Class Teacher

Class teachers are responsible for:

- Ensuring the register is taken on time (twice a day)
- Promoting good attendance across the school
- Notify Mrs Blake (FLO) of children whose attendance is causing concern
- Sharing attendance concerns during parent consultations

Office Staff

Office Manager (***Mrs Eyles***) is responsible for:

- Attendance and lateness records are up to date
- Taking calls from parents about absence on a day-to-day basis and record it on the school MIS system
- Check emails and phone messages from parents about absences
- Enter absences/reasons for absences on MIS
- Record appropriate attendance code in the register (National Attendance Codes)
- Make contact with families if a child has not arrived at school and no reason has been given for absence
- Where there has been no communication, letters are sent to parents requesting reasons for absence
- Log children who are not in attendance and share with senior leaders
- Inform parents at least three times a year of their child's attendance figures.

Parent/Carer

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 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 [Mrs Blake - Family Liaison Officer], who can be contacted via [telephone number: 01233 720247 and/or email: office@aldington.kent.sch.uk

Pupils

Pupils are expected to attend school every day on time, arriving by 8.50am. All pupils that arrive late must report, with their parents/carer, to the school office where the reason for lateness is recorded.

Whole School

The role of all school staff at Aldington Primary School is the promotion of good attendance, all staff should:

- Make it clear to all pupils that punctuality and good school attendance is important
- Follow up on absentees and reasons for absence/lateness discreetly and with respect
- Give a sympathetic and supportive 'welcome back' to pupils returning from a period of absence and facilitate catch up work when appropriate
- Be ready to talk to pupils (or their parents) about difficulties they are having in school and any problems they may have with attendance
- Offer advice as appropriate

Staged Approach for Managing Poor Attendance

- Attendance (95% or above) – class teacher to investigate and notify Mrs Eyles or Mrs Blake of concerns. Mrs Eyles or Mrs Blake to contact parents/carer if appropriate.
- Attendance (90% - 95%) - school intervention letters/meeting with parents.
- Where the level of absence has not been improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

The School Day

Gates Opening Time	Morning Registration	Afternoon Registration	School Day End
8.30am	8.50am	1.15pm	3.20pm

Recording Attendance

We will keep an 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 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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 6years after the date on which the entry was made.

Punctuality and Lateness

At Aldington Primary School the register is taken at 8.50am and 1.15pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.10am and 1.30pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence. Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below: -

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

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 9am or as soon as practically possible by contacting the school, either by tel: 01233 720247 or email: office@aldington.kent.sch.uk

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/carers 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/carer notifies the school in advance of the appointment.

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Following up unexplained absence

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

- Call the pupil's parent/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 make a CME referral or contact the police.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare 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, the school may issue a notice to improve, penalty notice or other legal intervention

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via a termly report.

Authorising Absence

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

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

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

We define 'exceptional circumstances' as rare, significant, unavoidable and short. Implying that an event could not be reasonably scheduled at another time.

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 following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates

- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip

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 6 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. If a pupil is over compulsory school age, leave can be requested or agreed by the pupil or a parent they normally live with.

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 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

Pupils with Long Term Medical Conditions or Special Educational Needs

Aldington Primary School will work together with parents of pupils with long term medical conditions or special educational needs. Schools must be mindful of the barriers these pupils face and put in additional support where necessary to help them access full time education. This will be done in partnership with parents.

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)
    - ½ day = 1 unauthorised absence

    - 1 day = 2 unauthorised absences
    - thereafter 1 week = 10 unauthorised absences
- 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.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be; £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days

Second Offence

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance within a 3 year period the amount will be; £160 per parent, per child paid within 28 days.

Third Offence and any further offences (within 3 years)

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. The third time an offence is committed for Term Time Leave and irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates fines can be up to £2500 per parent, per child. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education.'

Other Penalty Notices

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

Strategies for Promoting Good Attendance

If any member of staff identifies attendance problems for any child they must ensure that the Headteacher is aware. They will consider the reason for absence and if there is still a level of concern will write/contact the parents/carers, with the possibility of arranging a meeting if appropriate.

If this does not resolve the situation, advice will be taken from the Local Authority Attendance Officer (KPAS), which may lead to a referral. If the situation is considered an emergency the school is able to refer directly to the KPAS team without meeting, or writing to the parents first of all. An example of this, is if 10 sessions of unauthorised absence occurs over a short period of time a referral will be made and a penalty notice could automatically be issued.

The school will review and check on the welfare of any child who is not attending school regularly. They will seek to try and encourage and solve any issues regarding attendance or parental concerns. Where children are reluctant to come into school, a discussion will be had with family about all the exciting events that are coming up.

The school promotes good attendance in our weekly celebration assemblies.

Attendance Monitoring

The school will analyse attendance and absence data fortnightly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families They will look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Individual families may receive letters informing them of their child's attendance, if it is causing concern or if it is significantly reduced. The school has a duty to inform parents/carers of their child's attendance on a regular basis.

Whole Class attendance figures are shared with families weekly on the school website and fortnightly on our newsletter.

The Governing Body receives regular information regarding attendance across the school. They look at data based on year group, ethnicity, gender, SEN status and Pupil Premium.

Using date to improve attendance

The attendance officer has fortnightly attendance meetings with Senior Leaders to discuss individual pupils and their attendance. Attendance statistics are discussed and relevant attendance reports are shared with key staff to aid discussions with families. Best practice ideas are discussed and data is used to understand the impact of interventions.

Termly patterns of attendance are recorded and shared with senior leaders including

- Whole school and individual pupil basis
- Groups e.g. FSM, SEN, PP, CIC, GRT, EAL
- How we compare with national data.

Daily statistics are shared with the DfE via Wonde

Reduced Timetables (Working together to improve school attendance DfE guidance May 2023)

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

Exceptional circumstances include:

● There's a specific need for a pupil- eg medical condition
● It's in the pupil's best interests
● It's on a temporary basis
● A family bereavement
● A pupil joining the school has significant needs and it is being used for transition

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. All applications for reduced timetables are made to KCC.

Home Visits

Through our safeguarding procedures, from the first day of absence, if we are in any way unsure about a child's absence we will carry out a home visit.

If a child has been absent for 3 days or more we reserve the right to carry out a home visit even if the parents have continued to be in communication with us.

Home visits will always be conducted by 2 members of staff.

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:

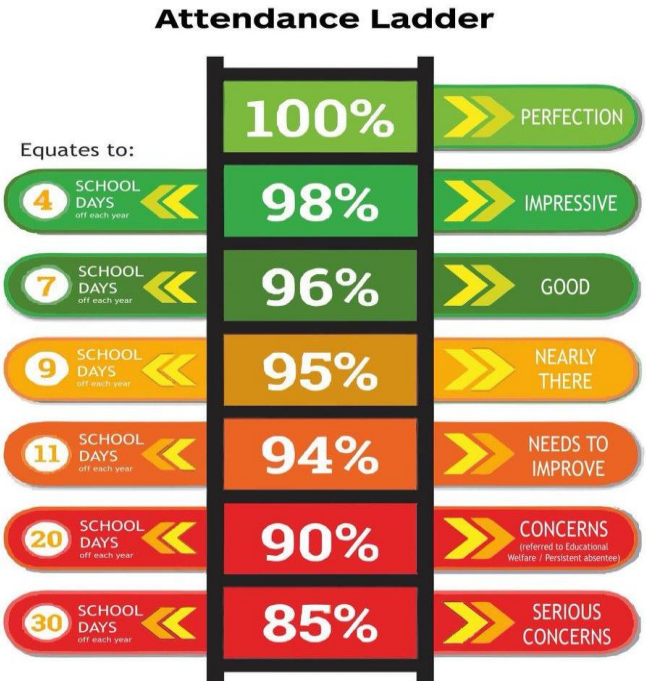
- Use attendance data to find patterns and trends of persistent and severe absence
- Parents informed when their child's attendance becomes a concern
- If a child's attendance drops below 95% a letter will be sent out to parents/carers to advise and offer support
- If a child's attendance drops below 90% (persistent absence) an additional letter will be sent out, offering further support and the parent/carers may be invited in for a meeting
- 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

Local Authority Attendance Officer

The Local Authority Officer works closely with our Headteacher and senior leaders.

- They check how many children have attended school and how many children have been absent or late.
- They may contact parents/carers if a child is often late or absent

- They can visit students and parents/carers in their homes
- They can take parents/carers to court where each parent/carer may be fined. A parent/carer may go to prison if he/she lets a child miss school often
- They hold the school to account for the attendance of its pupil



Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance

Register Codes		
\	Present (am)	Pupil is present at morning registration
/	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register close
Attending a place other than the school		
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by school
D	Dual registered	Pupil is attending a session at another setting where they are registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by 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
W	Attending work experience	Pupil is on an approved work experience placement

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 reason		
I	Illness	School has been notified that a pupil will be absent due to illness
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a traveller community is travelling, as agreed by the school
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 • 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
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	reason not provided	Pupil is absent for an unknown reason (this code needs to be amended when reason emerges or replaced with Code O if no reason for absence)
O	Unauthorised absence	School is unable to authorise absence, due to DfE guidelines
U	Arrival after registration	Pupil arrived at school after the register closed
Administrative codes		
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day