St Blasius Church of England Primary Academy

We aim for the highest standards and our vision for each child is for them to;
'Enjoy and achieve in life in all its fullness, following in the footsteps of Jesus
'With God all things are possible' Matthew 19:26

Attendance Policy

Date Agreed: **November 2025**

Review Date: **November 2026**

Signed: _____

Chair of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2025	AA	TB	Reviewed Policy
2	November 2025	CW/JC	LGB	Updated Local Authority TPN process

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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
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
  It also refers to:
- Keeping Children Safe in Education
- Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools

This policy also complies with our Trust's funding agreement and articles of association.

3. Roles and responsibilities
3.1 The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Principal is responsible for
- The implementation of this policy at the school
- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Having a strong grasp of absence data and oversight of absence data analysis
- Monitoring school-level absence data and reporting it to governors
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Monitoring the impact of any implemented attendance strategies
- Authorising the issue of Truancy Penalty Notices, where necessary

3.3 The SENDCO has been delegated responsibility by the Principal for
- 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 Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

3.4 The school attendance officer is responsible for
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Principal
- Supporting staff with monitoring the attendance of individual pupils
- Conducting a home visit for children, if appropriate
- Working with the local authority attendance team to monitor attendance
- Making welfare visits
- Implementing and monitoring targeted interventions and support to pupils and families
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues

3.5 Class teachers
Class teachers are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1), and submitting this information to the school office promptly, twice daily.

They will promote and reward good attendance at all appropriate opportunities and liaise with senior leaders on matters of attendance and punctuality. Class teachers will also communicate any concerns or underlying problems that may account for a child's absence and support pupils with absence to engage with their learning once they are back in school.

3.6 School office staff
School office staff will:
- Take calls, email or Arbor in-app messages from parents/carers about absence on a day-to-day basis and record it on the school system using the correct code
- Raise with the attendance officer any concerns regarding attendance and record these on MyConcern

3.7 Parents
Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:
- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:
- Make sure their child attends every day on time
- Call, email or send an in-app message to the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- 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 Family Liaison Officer or the SENDCO, who can be contacted via telephone and/or email address.

3.8 Pupils
Pupils are expected to:
- Attend school every day, on time
- It may be necessary for pupils to engage in attendance improvement plans.

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 be marked, 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

(See Appendix 1 for all of the DfE attendance codes.)

We will also record:
- Whether the absence is authorised or not and the reason for absence.
- 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. Pupils must arrive in school by 8.25am on each school day. The register for the first session will be taken at 8.30am and will be kept open until 8.45am. The register for the second session will be taken at the end of each of the key stage lunch where the registers will stay open for a further 15 minutes.

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 8.45am, or as soon as practically possible, by calling the school office, who can be contacted via 01983 862444, emailing admin@stblasius.academy or using the in-app message function on Arbor.

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 4 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 if the pupil's parent notifies the school in advance of the appointment and provides evidence of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

A pupil who arrives late:
- Before the register has closed will be marked as late, using the appropriate L code
- After the register has closed will be marked as absent, using the appropriate U code

The school will monitor lateness and punctuality daily, weekly and monthly. We will work with parents to remove potential barriers. Lateness will be discussed in the monthly Education and Inclusion meetings, and Education Support Plan meetings will be arranged with parents to discuss attendance.

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:
- Text the contacts named as legal guardians on the morning of the first day of unexplained absence to ascertain the reason
- If no contact is made a follow up call to all contacts will be made. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or ask a partner agency to conduct a welfare check

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education and Inclusion 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 pupil will be referred to the Education and Inclusion officer

4.6 Reporting to parents
The school will regularly inform parents about their child's attendance and absence levels through the mid-year and end of year reports. Parents who have signed up for Arbor can access this information at any time.

5. Authorised and unauthorised absence
5.1 Approval for term-time absence
There is no entitlement in law for pupils to take time off during the term for holidays, leisure, recreation, or participation in protest activities during school hours. The Supreme Court has ruled that the definition of Page | 8 regular school attendance is "in accordance with the rules prescribed by the school." The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools, specifying that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. The school will apply this, irrespective of the child's overall attendance.

The fundamental principles for defining 'exceptional circumstances' are rare, significant or unavoidable, which means the event 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. 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. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

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 four weeks before the absence, and in accordance with any leave of absence request form, accessible via the academy office. The Principal may require evidence to support any request for leave of absence.

Application Process: Requests for term-time absence must be submitted in writing using the 'Request to remove a child in education during term-time' form. The form is available from the school office and must be completed and submitted before the planned absence. The Principal may require evidence to support any request for leave of absence. Please note all requests will be unauthorised unless they meet the criteria for 'exceptional circumstances'.

Valid Reasons for Authorised Absence: Other valid reasons for **authorised absence** include (but are not limited to):
- Illness (including mental-health illness) and medical/dental appointments
- Religious observance on days exclusively set apart for this purpose. 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
- Suspension or exclusion from school without alternative provision
- Authorised absences will still affect a child's overall attendance data.

Other Allowable Absences: The school may allow pupils to be absent from the school site for certain activities that are not classified as absences, including:
- Attending offsite approved educational activities, sporting events, or trips arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Unavoidable causes for absence due to emergencies or disruptions

Unauthorised Absence: Examples of unauthorised absence include (but are not limited to):
- Keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- Unexplained absences
- Arriving at school after the register closes (marked with a U code)
- Shopping trips and day trips
- Looking after other children, or accompanying parents or siblings to medical appointments
- Their own or family birthdays
- Any other unagreed leave of absence during term time

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.

Truancy Penalty Notices
Section 444 of the Education Act 1996 empowers designated Local Authority officers, Principals and the Police to issue Truancy Penalty Notices in cases of unauthorised absence from school, where the child is of compulsory school age.

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

Circumstances where a Truancy Penalty Notice may be issued:
- A Truancy Penalty Notice can be issued only in cases of unauthorised absence, or the presence of an excluded child in a public place at any time during school hours in the first five days of the suspension/exclusion.
- When the national threshold has been met a school must consider whether a penalty notice can and should be issued. Schools should not have a blanket/one size fits all approach to issuing or not issuing penalty notices.

- The national threshold has been met when a registered pupil has been recorded with: 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week there is at least one school session.
  Any combination of the following unauthorised absence codes may be used:

  G – Unauthorised leave/holiday taken during term time. The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.
  O – Where no reason for absence is established, or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
  U – Arriving late after registers have closed but before the end of the session.

Leave of absence in term time resulting in unauthorised absence
A Truancy Penalty Notice may be issued when:
- Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time.
- The Principal has refused the request, but the absence occurs anyway, or
- A pupil has not returned to school by the agreed date with no satisfactory explanation.
- There have been 10 sessions of unauthorised absence in a 10-school week period.

Suspended/excluded pupils
When a child is suspended/excluded from school, the parents will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each period of suspension or permanent exclusion.
The school can request a penalty notice in respect of a suspended/excluded pupil if it can provide:
- A copy of the suspension letter that was sent to parents warning them to ensure that the child is not permitted to be present in a public place in the first five days of suspension.
- Robust and reliable evidence in the form of a witness statement, stating how the child is known to the witness, where the child was seen including the date and time.

Procedure for issuing a Truancy Penalty Notice
Truancy Penalty Notices are issued by the Isle of Wight Local Authority to each parent who is liable for the pupil's offence and will be sent in first class post to each recipient to whom it relates.

Payment of a Truancy Penalty Notice
The payment must be made directly to the Isle of Wight Local Authority, regardless of who issues the notice.
- If paid within 21 days of deemed service, the **first** Truancy Penalty Notice within a rolling three-year period is £80. If not paid within 21 days, the penalty is automatically increased to £160 to be aid within 28 days of deemed service of the Penalty Notice.
- If paid within 28 days of deemed service, the **second** Truancy Penalty Notice within a rolling three-year period is £160. There is no option for a second penalty notice to be discharged at the lower rate of £80.
- A Truancy Penalty Notice issued where a suspended/excluded pupil is in a public place during school hours will be £60 if paid within 21 days of deemed service. If not paid within 21 days the penalty is increased to £120 to be paid within 28 days of deemed service of the penalty notice.
- Part payments or payment plans are not acceptable, and penalty notices must be paid in full within 21 and/or 28 days, at the rate specified within the penalty notice.

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.

Nonpayment of a Truancy Penalty Notice

Nonpayment of a Truancy Penalty Notice within the prescribed statutory payment period will result in a prosecution under Section 444 of the Education Act 1996. The prosecution is not for the nonpayment of the Truancy Penalty Notice but for the original offence of failing to ensure your child's regular attendance at school.

If proven a fine of up to £2500 per parent and/or a 3-month custodial sentence could be imposed. If proceedings are brought against you, you will receive a separate summons for this which will give you the time and date of the court hearing. You will be able to defend yourself and would be advised to seek independent legal advice.

Notice to improve

A notice to improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers have not been engaged with by the parent or have not worked, a notice to improve will be issued to parents inline with the code of conduct from the Isle of Wight Local Authority.

If a notice to improve is issued it will include a period of review, in most cases of six weeks. The notice will make clear what sufficient improvement would look like.
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

6. Strategies for promoting attendance

The school will use the following strategies for promoting attendance:
- Reward children on a regular basis
- Whole class attendance is included in the weekly newsletter. The class with the highest attendance is presented with a certificate, the attendance cup for a week and a sticker for each pupil in the class
- At the end of each term pupils are rewarded with incentives to encourage good attendance
- Class rewards support the PBS model and work to encourage Here Every day Ready On time attendance

7. Supporting pupils who are absent or returning to school
7.1 Support for pupils and their families

The school recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents and carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be needed.

The school will implement a range of strategies to support improved attendance.
Strategies used will include:

- Discussions with parents
- Referrals to support agencies
- Pupil voice
- Specific interventions
- Attendance trackers
- Completion of an Individual Healthcare Plan
- Use of soft starts and other supportive measures
- Liaison with the Education and Inclusion Service at the Isle of Wight Council Local Authority

Pupils absent due to complex barriers to attendance
Addressing and supporting pupils who are absent due to complex barriers to attendance requires a multifaceted approach that involves collaboration with families, staff and external agencies.

Our first step is to understand individual barriers by meeting with families to discuss the specific barriers they face including the reasons for absences and their needs. We will also seek Pupil voice.

We seek to foster positive relationships with pupils and their families to encourage open communications about attendance issues. This includes Senior Leaders meeting and greeting on the gates daily, all school staff fostering positive relationships with pupils and having positive interactions throughout the day.

Where appropriate we will offer tailored support. This varies according to the needs of the child but may include strategies such as: a key trusted adult to meet at the door daily, use of a specific entrance, a soft start, a motivating activity before entering class, a job or position of responsibility, offer of s safe space where pupils can go if they feel overwhelmed or anxious, a key adult to talk to. The support will be for a fixed time and the effectiveness of the support will be regularly reviewed, and necessary adjustments made.

We will engage with local authorities and external agencies to provide additional support, such as mental health support, health services, or social work. We will signpost to any parenting support or workshops available.

We will work with families to ensure pupils with long term health conditions receive the necessary support and adjustments.

7.2 Pupils absent due to mental or physical ill health or SEND
We will create a supportive environment where pupils feel safe and valued and that addresses the needs of pupils with mental or physical challenges and SEND, ultimately promoting better attendance and engagement in their education.

The school will work with partner agencies to create an Education Support Plan to allow the pupil to return to 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 are related to the pupil's needs, the school will inform the Local Authority.

8. Attendance monitoring
8.1 Monitoring attendance
The school will monitor attendance and absence data (including punctuality) weekly, monthly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

We will liaise with the Education and Inclusion officer during monthly meetings.

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.

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 weekly, monthly, 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
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice between schools

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 have been 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 persistence or severe absence, and their families
- Use data to monitor and evaluate the impact of any interventions put in place 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 5.2 above)
- Carry out home visits or arrange welfare checks

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Principal. 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

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