

St Mary's Bryanston Square CE Primary School



ATTENDANCE POLICY

February 2025

"Excellence with Compassion"

At St Mary's Bryanston Square School (SMBS), we want all of our children to achieve as highly as they possibly can so they go on to be successful in school and in their lives beyond. Good school attendance is one of the main factors in determining children's future and opportunities in life.

The legal responsibility for ensuring a child's attendance at school lies with the parent, however the governors and staff at this school will work together with other professionals and agencies to ensure pupils are encouraged and supported to attend school if they find this difficult. Therefore we will work on improving attendance and punctuality so that children miss as little learning time as possible and strive to be the best that they can be.

This policy applies to all pupils within the school, from Nursery to Year 6. We are aware that pupils below the age of 5 are below statutory school age, however while attending our school we aim to promote good practice and attendance in all year groups to help prepare all children for the next stage of their education. Additionally, we know that the Early Years Foundation Stage is a key aspect of a child's education – therefore high levels of attendance is crucial to enable later success in education.

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
- To work with parents whose children's attendance falls below 90% and to offer support if they are experiencing difficulty in sending children to school
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- 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/carers
- 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 specific attendance function in their role, including in interpreting and analysing attendance data

- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher/Deputy Headteacher

The Headteacher/Deputy Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising to be able to do so
- 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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/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 the Headteacher & Deputy Headteacher and can be contacted via 0203 146 0968 or office@stmbs.org.uk

3.4 The attendance officer (from the Local Authority)

The school attendance officer is responsible for:

- Monitoring and analysing attendance data alongside Senior Leaders (see section 7)
- Supporting with benchmarking attendance data to identify areas of focus for improvement
- Providing annual attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ (authorised by the headteacher) when to issue fixed-penalty notices

3.5 School Office Staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the senior leader on duty where appropriate, in order to provide them with more detailed support on attendance

Parents' Responsibilities

- Parents must ensure that their children attend school every day and arrive on time.
- Parents must notify the school when their child is absent. They must do this by phone and speak to a member of school staff. Parents should notify the school before 9.00 on the day of absence.
- Parents must contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.
- If your child is sick for 4 consecutive days, a medical evidence should be sought in order to authorise the absence. You will also need to provide the school with relevant documentation relating to any other absences.
- To ensure that no leave is taken during term time. If this is required, all requests for leave in term-time must be applied for in writing to the Headteacher.

If you are experiencing difficulty in sending your child to school, please contact the school to discuss ways in which we can support you and your child.

Understanding types of absence

Every half-day absence from school has to be recorded and classified with a code by the school, as either AUTHORISED or UNAUTHORISED. Only the school can make this decision and record it.

This is why information about the cause of any absence is always required, preferably in writing.

AUTHORISED absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which **unavoidably** fall in school time, emergencies or other unavoidable causes. Where possible all appointments should be sought outside of school hours.

UNAUTHORISED absences are those which the school does not consider reasonable and for which "leave" of absence has not been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Some examples of this include:

- Parents/carers keeping their child away from school unnecessarily;
- Truancy before or during the school day;
- Absences that have not been properly explained;
- Late arrival after the close of registration (morning or afternoon);
- Shopping trips, looking after other children or adults, or birthdays;
- Day trips and holidays in term time that have not been agreed.
- Excessive Illness, without medical guidance or advice

Whilst it is understood that any child can have an illness and be away from school for a given period, sometimes they can be reluctant to attend school. Any problems with regular attendance are always best sorted out by the parents/carers contacting school immediately to discuss the issues.

If your child is reluctant to attend:

- Please do not cover up the absence;
- Please do not give in to pressure to excuse them from attending.

If you do either of these things, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

The school needs to give careful consideration to the authorisation of absence for some pupils.

Where a pupil has frequent absences, the school may decide to ask for evidence such as a medical certificate including a dated stamp from the Doctors' reception, appointment card, or a label from prescription medication.

Additionally the school may wish to refer to the School Nursing Service where there are health concerns or if there is a view that illness is being used as an excuse to cover other reasons for absence.

The school may also wish to seek the advice of the family GP having first discussed the matter with parents/carers to seek their permission to do this.

Dental/Medical Appointments

Wherever possible, parents/carers should make every effort to avoid making medical or dental appointments during the school day. It is preferable to try and arrange these during holiday periods or at the beginning or end of the school day. An appointment at the beginning of the school day should not result in a whole day's absence from school. Parents will be asked to provide appointment cards/letters showing that this took place.

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. Absence at this level will do considerable damage to any child's educational achievement and future prospects. We will need the full support and co-operation of all parents to tackle this.

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
- All pupil attendance which falls below 90% will not be authorised unless there is medical evidence to support this.
- 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
- All PA pupils and their parents will be subject to an Action Plan and the plan may include: access to individual programmes and participation in group activities around raising attendance
- 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.

Absence Procedures

If your child is absent you must:

- Contact us as soon as possible on the first day of absence
- Or, you can call into the school and report to reception and a member of staff will come and speak to you.
- If your child is sick, you need to contact the school each day to update us on the situation. You will also need to provide the school with any of the following evidence (doctors note, doctors reception stamp dated, copy of the medicine prescribed and dated) to show that the child has sought medical advice for us to authorise these absences. In the case where the absence due to illness is beyond 4 days, you will need a medical certificate in order for us to authorise the absences.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you. If contact cannot be made by 11am. We will invoke our safeguarding procedures of completing the following:
 - Calling all named contacts on the school system
 - Completing a home visit with members of the senior leadership team
 - Possibly contacting the police or children's services, should there be a welfare concern.
- Where we have been unable to make contact with the main contact on the first day of absence, we will continue to make contact with all of contacts listed, as per our safeguarding procedures. We may also carry out a welfare home visit or request a police welfare visit to the family home.
- Inform parents every half term if their child's attendance is below 96% and offer support on how to improve this
- Invite you in to discuss the situation with a member of the Senior Leadership Team.
- Refer the matter to the Early Help Team if attendance falls below 90%

Lateness

Poor punctuality is not acceptable. When a child misses the start of every day, they miss important aspects of their learning. Pupils arriving late also disrupts lessons. Additionally, your child may feel embarrassed by arriving late and may fall into absenteeism in order to avoid the ordeal.

In accordance with the Regulations, if your child arrives after that time they will receive a late mark that shows them to be on site, but this will **not** count as a present mark. It will be recorded as on site; meaning either late or a missed morning session, should they arrive after 9.30am.

Registration timetable:

- 8.45 – 9.00:** School gates are open and classes are open to all year groups. This soft start enables children to settle in and begin a soft start activity.
- 9.00 – 9.05:** Registration time. The registers in Years 1 to 6 close at 9.05am. In Nursery and Reception, the registers stay open until **9.05am**.
- 9.00:** The playground gate is locked. Children must use the main entrance into school after this time.
- Children arriving in class at this time are marked late. *Some children may arrive in class after the register has been taken, but have not been to the office. The class teacher will ask them to go to the office to make sure they have been registered.*
 - Late children are added to the registers by administrative staff.
- 9.30 onwards:** Registers are officially 'closed' and any children arriving after this time are marked as an unauthorized absence for the morning session.
- 10.00 onwards:** Parents who have not contacted the school will be phoned or emailed about the reason for their child's absence.

Procedures

Registers are legal documents and must be completed accurately and clearly.

- Registers are taken at the start of the day and at the start of the afternoon session by the class teacher (or member of staff covering the class). The registers are inputted into the schools electronic management system (SIMS).
- The time of arrival should be recorded for children arriving late
- In accordance with the Regulations, if your child arrives after that time they will receive a late mark that shows them to be on site, but this will **not** count as a present mark and means that they will have an unauthorised absence.
- At **9.30** the registers will be closed
- All reasons for absence should be entered in the register using the codes provided.
- If the problem persists this may mean that you could face the possibility of a penalty notice.

If your child has a persistent late record you will be asked to meet with a member of the senior leadership team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school.

We work closely with our Early Help Team (EHT) and meet regularly to monitor attendance and plan the best support for parents. You may also wish to seek advice from the EHT if you are finding it hard bringing your child to school. <https://fisd.westminster.gov.uk/kb5/westminster/fis/home.page>

Children missing in education

This refers to children who are regularly absent from school, have missed 10 school days or more without permission without a reason being given. We will inform the local authority of this as when a child is absent or missing from education, the school has a duty to keep them safe and this includes knowing where they are. We must also notify the authority if a child is to be deleted from the admission register due to certain circumstances.

Procedures for requesting Leave during term time (Exceptional leave of absence)

Holidays and unauthorised leave during term time will rarely be agreed to.

Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking their child away in school time.

Approval for term-time absence

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

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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

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

- **Leave of absence will not be granted for a pupil to take part in protest activity during school hours.**
- **As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks prior to the absence, and in accordance with any leave of absence request form, accessible via form on the [school website](#) or from the school office. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness 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. **The school will authorise one religious observance day each term.**
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 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

The Headteacher has the final decision as to whether to authorise leave or not and will consider the individual circumstances of each case.

The Attendance Service

Parents are expected and encouraged to contact the school at an early stage and work together with school staff in resolving problems together. This approach is nearly always successful.

If this does not resolve the problem, the school will refer your child to the Early Help Team (EHT) from the local authority. They are independent of the school and can provide impartial advice.

The EHT will work together with you and the school in order to resolve the difficulty and return your child to regular attendance.

In this school, to ensure that we promote early intervention and prevent absence from becoming chronic.

If, after all efforts have been tried, the unauthorised absences persist, these officers can use sanctions such as Penalty Notices or prosecution in the Magistrates Court.

Full details and information leaflets are available from the school and from the Local Authority.

Monitoring Attendance and Punctuality

- Class teachers take registers daily. They should report any issues regarding attendance that they are concerned about. Registers are checked weekly to ensure that any causes for concern are dealt with.
- If there is a period of unexplained absence or pattern of absence, contact should be made with the parents. If explanations are not satisfactory or the situation does not improve then the Headteacher must be informed and a referral to the EHT may be necessary.
- Every half term, the school will monitor attendance. Special attention will be taken to absences at the end and start of the term to check the circumstances of these absences.
- Letters will be sent out to praise and to offer support to families

- The local authority and the school have powers to issue fixed penalty notices to parents who take their children out of school during term time.
- If a child is persistently late, e.g. 3 times a fortnight, the parents should be seen and/or a letter sent home. There is standard letter about the importance of being in school at the start of the school day.
- The school reports attendance statistics to the DfE and LA as required

Improving Attendance and Punctuality

The school has targets to improve attendance and your child has an important part to play in helping us to meet these targets and to aim higher in all aspects of their education. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

- Class teachers should make it clear that they expect children to be in school every day and on time.
- The school leadership team can work with families who are having difficulties with attendance and/or punctuality
- School newsletters regularly stress the importance of consistent attendance and actively discourage parents from taking children out of school during term time.
- The links between attendance and attainment are made explicit in these newsletters and also at meetings for parents (new Reception Class parent meetings, Year 1, Year 2, Year 3 transition meetings for parents, etc).
- The class with the best attendance receive a certificate at the end of the week. At the end of term, the class with the most certificates chooses a treat for this.
- Children who attend school every day, each week are awarded a raffle ticket. Each term these are pulled out for a prize.
- An attendance certificate is awarded each week to the class with the best attendance record.
- Other rewards (eg a treat party or raffle prize) will be used to try and incentivise excellent attendance in school.

Lee Duffy – Headteacher

February 2025

To be reviewed February 2027

APPENDIX 1

REQUEST FOR CHILD'S LEAVE OF ABSENCE DURING TERM TIME

This form needs to be submitted at least 2 weeks prior to the proposed leave. Please complete this application form and return it to the school office. **PLEASE USE CAPITAL LETTERS TO FILL THIS FORM**

Name of child		Date of birth		Year	
Full name of parent/guardian					
Address of child					
Postcode	Telephone number				
Reason for request					
Departure date	From (date)		To (date)		Total school days missed
Would your child miss any national examinations or tests?					Yes/No
Is his/her attendance over 96% for the past 12 months					Yes/No
Has he/she had leave during term time during the last 12 months? (if so, please give dates, reasons, and numbers of school days leave)					Yes/No
If your child is being taken out of school during time term and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from education, the school has a duty to keep them safe and this includes knowing where they are.					
Address whilst away:					
Telephone number whilst away:			Email address whilst away:		
I certify that the information provided in this form is accurate.					

Signed:
Date:

APPENDIX 2

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