St Augustine's CE High School

Attendance Policy

Outstanding attendance and punctuality to school are essential if students are to achieve their full potential and derive maximum benefit from school life. At St. Augustine's, students, parents/carers, and staff work together to achieve this through our inclusive, caring, and nurturing environment. The school prides itself on its high standards and it's our continued aim to do so and improve all student's life chances by ensuring they are in school consistently. Social deprivation presents challenges to some students and parents/carers' ability to manage their own attendance and punctuality as effectively as we would like. As a school community we are committed to enabling all students to 'be the best they can be as we grow in the Christian virtues of Faith, Hope and Love."

Approved by:	The Governing Body	**Date:** October 2024
Last reviewed on:	October 2023	
Next review due by:	October 2026	

St Augustine's High School has consciously considered how this policy may affect people who share protected characteristics and have due regard for those whose identity is protected under the Equality Act 2010.

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Our Aims

We are committed to meeting our obligations with regards to school attendance by:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence, including persistent and severe absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Legislation and guidance

This policy is based on the 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, 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendments

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold, Keeping Children Safe in Education and Mental Health issues affecting a pupil's attendance: guidance for schools.

Roles and responsibilities

The Governing Board

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development

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offer, so that staff understand:
- o The importance of good attendance
- o That absence is almost always a symptom of wider issues
- o The school's legal requirements for keeping registers
- o 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 account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:

- 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
- Issuing fixed-penalty notices, where necessary
- Monitoring the impact of any implemented attendance strategies
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The Designated Senior Leader Responsible for Attendance is responsible for:

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

The Attendance Officer

The school Attendance Officer is responsible for:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices
- Benchmarking attendance data to identify areas of focus for improvement
- Addressing any inaccuracies or issues with register completion.
- Monitoring and analysing attendance data (see section 7)
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher

Form Tutors and Class Teachers

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Form Tutors and Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

The Main Office and DOL/PYC

Main Office and DOL/PYC staff are expected to take calls from parents about absence and record it directly onto SIMS and inform the Attendance Officer where possible. This will only be in a situation where the parent/carer either phone or email directly the DOL/PYC.

Parents and Carers

Parents and Carers are expected to:
- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and the local authority.
- Seek support where necessary, for maintaining good attendance, by contacting the Attendance Officer or your child's DOL/PYC.

Students

Students are expected to:

- Attend every timetabled session on time.

Recording attendance

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. This will be displayed as the pupil's AM and PM mark. All lessons before and after these two sessions are expected to also be completed as part of our effective Safeguarding Procedures. It will mark, using appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student is;

The attendance register 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

(See appendix 1 for the DfE attendance codes)

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We will also record:
- For students of compulsory school age whether the absence is authorised or not
- The nature of the activity if a pupil 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day. The register for the first session will be taken at 8.50-9.10am and will be kept open until 9.30am. The register for the second session will be taken at 3.10-3.30pm and will be kept open until 3.40pm. On Friday's, the PM registration will be the same as period 6 due to an earlier finish.

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7). Parent/Carers must call the Attendance Officer on 02073283434 or email the school admin/leave a voicemail message.

We will mark absence due to 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 if the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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.

Parent/Carer will need to contact the school preferably 24 hours in advance of the planned absence. Parent/Carers can contact the Attendance Officer directly or can call/email the pupil's DOL/PYC. For a medical/dental appointment, the pupil is required to show on the day the absence/leave is required either the text/email confirmation and/or appointment card to their DOL/PYC before being given permission to leave the school site.

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. Go to section 5 to find out which term-time absences the school can a5uthorise.

Lateness and punctuality

A pupil who arrives late:
- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code.
- Punctuality issues are identified by the Attendance Officer.

Communication between the Attendance Officer and the pupil's DOL/PYC to then plan the most appropriate support and/or intervention will be put in place. This can include parent/carer meetings, punctuality report,

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referral to Early help or identification of any barriers that are contributing to the pupil being late.

Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, the school will:
- Follow up on their absence with their parent/carer to ascertain the reason, by the Attendance Officer. This will be completed via in-touchemail and letter. No response will result in the Attendance Officer contacting the parent/carer by phone. Ensure proper safeguarding action is taken where necessary. Truancy Call will be sent as soon as registers are closed, and all checks have been made by the Attendance Officer that the pupil is not on site.
- 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
- Pupils who are LACs, are part of our DSP or are CODA are priority in terms of contact with parent/carers/LA if absence on a daily basis. Young carers, pupils who are eligible for free school meals, who speak English as a second language or have special educational needs and disabilities also form part of the immediate monitoring group.
- Where relevant, report of any unexplained absence to the student's Youth Offending Team Officer offer support to the students and/or their parent/carer to improve attendance or 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, issue a notice to improve, penalty notice or other legal intervention (See below) as appropriate.

Reporting to parents

St Augustine's reports to parents formally two to three times in an academic year. The report includes the child's overall attendance at each point.

Authorised and unauthorised absence

Approval for term-time absence

The headteacher will allow students 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 puil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circustances 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
The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be '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.

We define 'exceptional circumstances' as any event or crisis that cannot be resolved or addressed at a later date. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. For example, has there been any similar patterns of absence during other academic years?

Valid reasons for **authorised absence** include:

- 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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Students travelling due to parents/carers needing to travel 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 a student is currently suspended from the school

Other possible 'exceptional circumstance' where the Headteacher may grant term-time holiday.

- Attending an offsite approved educational activity, sporting activity or visit or trip arrnaged by the school
- Attending another school at which the pupil is also registred (Dual registr=ered)
- Attending a provision arranged by the local authority

If there is any other unavoidable cause for the pupil to not attend school, such as disruption to travel caused by an emergency a lack of access arrangements, or because the school premises are closed.

Reducing persistent absence

If a pupil is identified as at risk of persistent absence or has more than 10% unauthorised absence, a number of strategies are used to both monitor and improve attendance.

For example:
Attendance Officer to identify the pupils who are at risk of becoming a persistent absentee and to initiate strategies to improve.

- Initial phone call with the Attendance Officer and/or letter to try to identify reasons for absence if possible. This is to support parent/carers/pupils to ascertain if there is a particular need that needs intervention.

- Parent Meeting and Pastoral Support via the PYC and/or Attendance Officer.
- Targets set and Attendance Report to the Attendance Officer and/or PYC.
- Referral to Early Help if no improvement in attendance.
- Referral to Social Services and any other external services such as CAHMS/MASH if required.
- TAF Meetings, CIN, CP Core Group Meetings if required or absence is a Safeguarding concern.
- Referral to CME via the Local Authority is no contact or safeguarding concern.

Legal 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

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- 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
- 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 supporting students who are absent or returning to school

Students who may have complex barriers to attendance, we will either establish a TAF meeting with all professionals to support the student with coming into school, or where necessary, involve the Local Authority, Inclusion, Medical Needs support and the SENCO.

Where a student has an EHCP and their attendance falls, or the school becomes aware of barriers to attendance that relate to the student's needs, the school will inform the local authority.

If a student is returning from a lengthy or unavoidable period of absence, that an initial meeting to discuss concerns and support with take place, then the options of a phased return for a time limited period to support the transition back into school will be implemented.

Strategies for promoting attendance

- Letters for 100% Attendance are sent home every half term.
- Students are entered into a Termly Prize Draw if they have achieved 100% Attendance
- Identify tailored intervention which meets the needs of the pupil, for example:
  - mentoring
  - careers advice and guidance input
  - college placement

- out of hours learning
- alternative provision where appropriate
- lead daily or weekly check-ins to review progress and impact of support
- make regular contact with families to discuss progress
- hold regular meetings or reviews of caseload with the local authority attendance team, external partners and alternative providers to check on welfare and review progress
liaise with school leaders (designated safeguarding, special educational needs coordinator and pastoral leads) on referrals to external agencies and multi-agency assessments
- coordinate and contribute to multi-agency meetings to review progress and agree on actions
- work in partnership with local authority attendance team and other agencies to ensure the appropriate use of statutory parental responsibility measures
- provide regular reports to leaders on the impact of action plans and interventions

Attendance monitoring

The attendance officer at our school monitors pupil attendance and absence on a half termly termly and yearly basis across the school and at an individual student, year group and cohort level. The school has granted the DFE access to its MIS so the data can be accessed regularly and securely.
Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Year Teams and SLT, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving

attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- 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
- Implement sanctions, where necessary.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once a year by Rachel Kelly, Headteacher. At every review, the policy will be approved by the full governing board.

Other policies

This policy links to the following policies:
Child protection and safeguarding policy
Behaviour policy

Documentation used to support Policy

School attendance Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities (Updated August 2020)

1. Improving School Attendance (May 2021)
2. https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full- attendance-actions-for-schools-and-local-authorities
3. Children Missing in Education https://www.gov.uk/government/publications/children-missing-education
Supporting Students with Medical Conditions:
4. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
5. Keeping Children Safe in Education: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

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

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		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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

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Code	Definition	Scenario
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
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 should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	**Definition**	**Scenario**
X	Not required to be in school (Up to and including 2020-21, Code 'X' has also been used for any positive Covid-19 result and/or self-isolation)	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
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