



Attendance Policy and Procedures

Policy Review Schedule			
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Signed by the Chair of Governors			
Signed by Headteacher	Jon Kelly (16/09/24)		

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1. Our Aims

Good attendance and punctuality are essential to students fulfilling their potential and achieving good progression whilst at Newhaven. We recognise that many Newhaven students face significant health and social difficulties which may impact their ability to attend school. Through a commitment to our vision and values we aim to build **trust** and to **restore** positive experiences of school supporting all students to **achieve** across all areas of school life.

This policy outlines responsibilities and procedures to support our students to improve and maintain good attendance.

- To improve whole school attendance so it is above 80% for 2024-25 and 85% for 2025-26
- The target for each student will be 95% attendance but where prior attendance is significantly lower than this will be a continually improving figure.
- To encourage every student to attend punctually and regularly throughout their time here and make the link between good attendance and academic and social progress and achieving aspirational destinations.
- To formalise expectations on students, parents/carers, and staff.
- To inform training for all staff on the application of this policy and improve attendance by supporting students and families to remove barriers and in line with the Newhaven School's wider values and vision
- To identify acceptable reasons for absence.
- To maintain accurate records of punctuality and attendance across different departments of the school.
- To identify barriers to attendance and work with students and their families to overcome these.
- To adhere to the vision and values of Newhaven School

2. Guidance on improving attendance

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 of Staff and Governors

3.1 The Management Committee

The Management Committee is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Promote the school's vision and values in regards to developing positive experiences of school life
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- 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
- 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 school's legal requirements for keeping registers and the importance of safeguarding
- 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
- Providing a member of the Management Committee to be linked to attendance matters

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Promoting the school's vision and values in regards to attendance (Trust: Restore: Achieve)
- 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 other SLT to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school (*in line with the school's values Trust: Restore: Achieve*)
- 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 designated senior leader responsible for attendance is Alan Fairnie and can be contacted via [0208 465 6290 or at afairnie@newhaven.greenwich.sch.uk

3.4 The attendance officer should;

- Monitoring and analysing attendance data and trends and having regular communication with the designated senior leader.
- Identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader.
- Work alongside the Attendance Advisory Officer to tackle persistent absence with clear knowledge and understanding of the student/family's reasons for absence.
- Advising the headteacher when to issue fixed-penalty notices.

3.5 Form tutors/ Class teachers should;

- Responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office for each lesson in a timely manner

- Following up on absences within class and within form through liaising with the Pastoral Team and line manager
- Regularly check in and support those with attendance concerns in line with school vision to develop trusted role and help restore positive experiences of schooling
- Liaise with parents to discuss potential adjustments where necessary to support attendance throughout the year
- Promote attendance through tutor time activities and planned extra curricular clubs (*in line with the school's values Trust: Restore: Achieve*)
- Work with the Pastoral Team to effectively plan to increase engagement
- Support social communication interventions
- Liaise with Pastoral Team / Attendance officer where there are concerns re attendance
- Be alert to safeguarding concerns around periods of absence and check in accordingly on return and recognise that absence is almost always a symptom of wider issues

3.6 Office/ Reception staff/ Home liaison officer:

- Attendance registers on SIMs will be completed by reception staff daily on the student's arrival at school.
- Where students have yet to arrive within half an hour of their expected arrival time, reception and pastoral staff will ring parents or carers to find out what the reason is.
- Where a student has been absent for two days and no reason given, a home visit will be arranged by the home liaison officer and another member of staff. This may happen from day 1 in the case of a particularly vulnerable student.

3.7 Parents and carers should;

- Ensure your child attends school regularly. Absence should only happen when your child is significantly ill and there is a need to remain at home.
- Telephone or email the school on the first morning by 9 am and each subsequent morning of absence unless the school attendance officer advises otherwise, informing us of the reason for absence.
- Make all non-emergency medical appointments outside of school hours or during school holidays. Where appointments cannot be changed, provide evidence of these appointments and notify the school not less than 24 hours in advance.
- Provide medical evidence where illness/ absence is frequent or prolonged.
- Ensure we have your current contact numbers; this includes all telephone numbers and emergency contact details.

3.8 Students should;

- Attend school every day on time
- Attend every timetables session on time.

4. Attendance and Punctuality Expectations

4.1 Start and close of the school day

Kings Park

Gardens

Time	Session
9.00-9.20	Tutor time
9.20-10.10	Lesson 1
10.10-11.00	Lesson 2
11.00-11.20	Break
11.20-12.10	Lesson 3
12.10-1.00	Lesson 4

Time	Session
8:30-9:00	Breakfast Club
9:00-10:00	Lesson 1
10:00-11:00	Lesson 2
11:00-11:20	Break
11:20-12:10	Lesson 3
12:10-1:00	Lesson 4

1.00-1.30	Lunch
1.30-2.10	Lesson 5
2.20-2.30	Tutor time

1:00-1:30	Lunch
1.30-2:30	Lesson 5
2:30-3:30	Intervention/ catch up/ extended schools

4.2 Types of Absence

When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate registration code will be used. The types of absences listed below are the most common codes used, but codes are not limited to what is listed below. (See Appendix 1)

Authorised:

- **Code C: Authorised Leave of Absence;** where the school has either given approval in advance for the child to be absent or where an explanation offered afterward has been accepted as exceptional circumstances. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request.
- **Code H: Leave of absence for a family holiday with permission granted by the school;** parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time. An application for leave of absence should not be granted unless it is made in advance by a parent the pupil normally lives with and the school is satisfied that there are exceptional circumstances.
- **Code I: Illness (not medical or dental appointment);** parents must notify the school on the first day of absence due to illness by calling the school before 9:30 am (King's Park: 02084656290 Gardens: 02088593114 NEST: 02088502420).
- **Code M: Medical or dental appointment;** we encourage parents to arrange appointments outside of school hours. Where this is not possible evidence should be provided before the day of the appointment and students school only be out for the minimum time required to attend the appointment.
- **Code Y: Unable to attend due to exceptional circumstances;** pupils are unable to attend school due to the school site or part of it, is closed due to unavoidable circumstances. The transport provided by the school or a local authority is not available. A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending.

Unauthorised Absence:

- **Code G: Unauthorised family holiday;** the school has not approved the leave of absence for a holiday however the parents still take the child out of school. The school cannot grant a leave of absence retrospectively.
- **Code N: No reason for absence provided;** the school has the responsibility to follow up all unexplained absences and this should be done in a timely manner with every effort to establish a reason for the absence. This will include and not be limited to: phone calls home, home visits, and contact with external agencies.
- **Code O: Absent without authorisation;** there is no reason for absence and we as a school are not satisfied that the reason given is an authorised absence.

Part-time Timetables

All pupils of compulsory school age are entitled to full-time education. Newhaven understands that due to individual needs and circumstances, there may be a need for a temporary reduced hours timetable. This will be agreed by parents/carers, SLT, SENCo, and if necessary external agencies. An example of needing a reduced hours timetable includes when a medical condition prevents a student from attending full-time education. A reduced hours timetable should be in place for the shortest time possible and there should be formal arrangements in place for regular reviewing. In agreeing to reduced hours timetable, we as a school have agreed to a student being absent from school for part of the day/week and therefore will treat absence as authorised.

Long-term illness and/or medical absence

Newhaven understands that pupils with long-term illness or other health needs may need additional support to continue education. The education must be full-time or as close to full-time as the child's health allows. Intervention should be in place where the student will be away from school for 15 days or more, whether consecutive or cumulative.

For example, in cases of a broken leg, the school will liaise with parents to write up a care plan that ensures the child returns to school quickly. This may also include the student meeting the school nurse to advise school on support.

Persistent Absence

Where a student is persistently absent and has an attendance of less than 85%, this should be addressed by pastoral staff with a review and intervention plan developed. All relevant safeguarding concerns should be explored.

Students who are persistently absent and meet local authority thresholds will enter the attendance management system and will escalate through a system of warning letters to pre-court and then prosecution if no improvement is shown.

Fixed penalty notices - Royal Borough of Greenwich information

Our code of conduct allows us to issue a penalty notice for:

- absence from school without reasonable cause persistent lateness.

We have powers to issue penalty notices when we consider a parent or carer capable but there isn't an improvement in their child's school attendance. In such cases, we'll give a written warning notice which allows you 15 school days to make an improvement in your child's attendance. There must be no unauthorised absence during this time.

If unauthorised absence continues, and we're not notified of any special circumstances, we'll send a penalty notice to your home.

Fines and prosecution

Parents must pay:
£60, if paid within 21 days, or
£120, if paid within 28 days.

If you pay the fine, you cannot be prosecuted for the period covered by the penalty notice. You do still remain liable to prosecution if your child's attendance does not improve.

If you don't pay the fine, you'll be prosecuted for the original offense of failing to secure attendance. If proven, the court can impose a fine of up to £2,500 and/or three months imprisonment.

Help and advice

If you have concerns about your child's attendance, you should contact:

- Your child's school first (Gardens/ King's Park/ NEST/ Assessment Centre/ Outreach/ Supported Internship QEH)
- The Attendance Advisory Service if your child is causing you special concern.

Every school has an allocated attendance advisory officer, whose job is to partner with you and the school to secure school attendance and give support.

(Attendance Advisory Officer Contact: Meryl Fadel, Meryl.Fadil@royalgreenwich.gov.uk)

Attendance advisory officers can offer advice on:

- resolving attendance problems
- social and family problems
- referrals to other services
- other useful contacts.

The Attendance Advisory Service operates Fast Track to Improved Attendance programmes with schools. They also make regular checks of school attendance.

The scheme requires that all problems which would affect a pupil's school attendance be dealt with promptly. If your child meets the 'fast track' criteria you will be informed by an additional letter and you will be asked to discuss this matter further with us. We may, if necessary, undertake an Early Help Assessment.

Referrals to the Attendance Advisory Service Fast Track to Improved Attendance

If you're referred to the Attendance Advisory Service, an officer will write to arrange an appointment to meet you.

The aim of the meeting is to:

- examine the reason for your child's absence
- consider your views on the situation
- devise a plan to assist you in getting your child back to school.

Further appointments may be necessary to address the difficulties and secure attendance. They can be either at your home or school.

(https://www.royalgreenwich.gov.uk/info/200284/absence_from_school/1041/unauthorised_absence_from_school)

4.3 How to Request a Leave of Absence

There is no entitlement in law for any leave of absence from school in term time. Any applications for leave of absence can only be authorised where the School deems there to be exceptional circumstances.

Any parent/ carer requesting a leave of absence of more than 5 days will be asked to write a formal written request to the Headteacher. Where parents/ carers take children out of school without authorisation penalty notices will be issued where the trigger of 5 days is met.

Leave of absence in term-time will never be authorised:

- During the first term, when a pupil is just starting at school.
- During the initial assessment/ transition period for in-year admissions.
- During any Government Examinations that affect the named student.

4.3 How to inform your school of the reason for an unexpected absence

If you have an unexpected absence we would expect you to call school before 9:30am to notify staff of the reasons for absence. We will then discuss the next steps and expectations on return.

First day calling

Newhaven prides itself on communicating effectively with home, because of this if we are unaware of any absences we will call before 10am on the first day of absence to check in and understand the absence. If we are unable to make contact we will send a follow-up email to try to determine where the student is.

4.4 Registers

We are required by law to call attendance registers twice daily - once at the start of the morning session and again during the afternoon session.

Registers are legal documents. Should the parents/carers of a persistent non-attender be prosecuted by the Local Authority under Section 444 of the 1996 Education Act, then the information which the register contains will be the main source of evidence presented to the court. The regulatory requirements placed on schools with regard to the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.

The data which is extracted from accurate and up-to-date attendance registers will be used

4.5 Punctuality

As a school we expect parents/carers to ensure that students are on the school premises by 9am. The morning register closes at 9:20am so pupils arriving will be marked an L indicating they are late for school.

Students who are late will have the time recorded. In Gardens they will then enter the catch-up system with a detention at break up to the number of minutes they are late up to 20 and detention after school up to 45 minutes for those who arrive after 9:40am. At King's Park students often travel on authority transport. Where independent travellers are persistently late, pastoral managers will review the situation with the student and parent and devise an action plan which they will review.

4.6 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

All sanctions will be discussed with the local borough Attendance Advisory Team

5. Incentives for good attendance

5.1 Interventions and support

1. Regular review of students' attendance using the systems above will highlight those who will benefit from interventions and support. Examples are given below but there are many more possibilities that will relate to individual students:
2. Possible interventions include:

Area of Barrier	Barrier	Possible Intervention
Home and family	Low expectations from parent/carer	Meet with parents and highlight benefits of good attendance and set expectations.
Home and family	Parents at work, the student keeps oversleeping	Discuss sleep routines and give advice if poor; parental phone calls to get the student up; suggest an alarm clock; plan morning routines to get out the door on time.
Peers and community	Meeting friends who are also poor attenders	Meet with student and highlight benefits of good attendance; suggest possible sanctions to parents and rewards for good attendance; contact
School	Peer relationship issues	Meet student to go through, organise resolution between peers.
School	Problems with certain subjects	Review student timetable.

5.2 Rewards system

Our rewards system for highlighting positive attendance behaviours includes:

- Shout outs for 100% Attendance in assembly for the previous fortnight
- Certificates for 100% attendance in assembly
- Termly vouchers for students with over 95% attendance or significantly improved attendance at the end of term.

5.3 Raising the profile of attendance

1. Admissions: prior attendance will be discussed with pupils and parents/carers on admission with targets set and planning done to impact on existing barriers to attendance.
2. Attendance will be discussed at all parental meetings and reviews with data available and discussions focussing on the benefits of good attendance, the relationship between good attendance and the student's ambitions and any barriers to good attendance they are experiencing.
3. Assemblies will include rewards for good and improving attendance.
4. Tutors and mentors will discuss attendance with their students regularly.
5. SLT line managers will review the attendance of all students with pastoral managers and the Heads of NEST, Engage and Outreach and other relevant staff on at least a termly basis.

6. Attendance monitoring

Newhaven School uses SIMS to collect attendance data. Attendance data is collected each day and shared with Pastoral staff. Weekly attendance data detailing site specific attendance is shared weekly. Regular attendance monitoring and analysis occurs via department meetings, Head of Department Meetings, via line management and within the SLT meeting schedule.

6.1 Monitoring attendance

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

Specific pupil information will be shared with the DfE on request.

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.

6.2 Analysing attendance

The school will:

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

6.3 Using data to improve attendance

Newhaven 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 severe absence, and their families
- Provide regular attendance reports to all staff 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

6.4 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 above)

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated accordingly. The policy will be approved by the full management committee each year.

8. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy 2024 - 2025
- Relationships policy 2024 - 2025

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority

V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence

U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays