

Fern Hill Primary School

Attendance Policy

Approved by	Fern Hill Local Academy Committee
Date	2 October 2024
Next Review	September 2027
School Lead	Senior leader responsible for attendance

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1. Aims

Pupil attendance is of the utmost importance. Education provides a means of advancement for all young people and pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to disadvantage and lower attainment.

We promote a whole-school culture and ethos that values and drives good attendance, including by:

- setting high expectations for the attendance and punctuality of all pupils;
- promoting and celebrating good attendance and the benefits of good attendance;
- reducing absence, including persistent and severe absence;
- ensuring every pupil has access to the full-time education to which they are entitled;
- acting early to address patterns of absence;
- building strong relationships with families to ensure pupils have the support in place to attend school.

This policy applies to all children registered at this school.

2. Legislation and guidance

This policy meets the requirements of the statutory guidance [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent and severe absence thresholds, [Keeping Children Safe in Education](#) and [Mental health issues affecting a pupil's attendance: guidance for schools](#).

3. Roles and responsibilities

3.1 The Trust Board (delegated to the Fern Hill Local Academy Committee)

is responsible for:

- setting high expectations of all school leaders, staff, pupils and parents
- recognising and promoting the importance of school attendance across the school's policies and ethos;
- ensuring 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;
 - ensuring 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
 - ensuring 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
- ensuring 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
- ensuring 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
- ensuring effective practice on attendance management and improvement is shared across the trust.

3.2 The headteacher

The headteacher is responsible for:

- implementation of this policy at the school;

- monitoring school-level absence data and reporting it to the Local Academy Committee;
- supporting staff with monitoring the attendance of individual pupils;
- monitoring the impact of attendance strategies;
- ensuring staff receive adequate training on attendance as required;
- making the decision when to issue a fixed-penalty notice and notifying the local authority Education Welfare Officer, who issues a fixed-penalty notice, where necessary
- working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The headteacher determines whether there are exceptional circumstances which would justify a term time leave of absence and the length of any absence granted.

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

The designated senior leader is responsible for:

- leading championing and improving attendance across the school;
- setting a clear vision for attendance improvement;
- evaluating and monitoring expectations and processes;
- having a strong grasp of absence data and an oversight of data analysis;
- devising specific strategies to address areas of poor attendance identified through data and making sure they are followed by all staff;
- regularly monitoring and evaluating progress in attendance;
- arranging calls and meetings with parents to discuss attendance issues;
- liaising with external agencies, where needed;
- building close and productive relationships with parents to discuss and tackle attendance issues collaboratively
- creating intervention or reintegration plans in partnership with pupils and their parents
- delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Sam Stephenson and can be contacted via telephone number: 02082470300 or email: office@fernhillprimary.org

3.4 The attendance officer

The school attendance officer is responsible for:

- monitoring and analysing attendance data (see section 7)
- benchmarking attendance data to identify areas of focus for improvement
- providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the head teacher
- working alongside the senior leader overseeing attendance and the Education Welfare Officers and other outside agencies to tackle persistent and severe absence

The attendance officer is Lucy Foskett and can be contacted via telephone number: 02082470300 or email: office@fernhillprimary.org.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, marking pupils present or absent

3.6 School office staff

School office staff will:

- Take calls from parents/carers and monitor emails about absence on a day-to-day basis and record it on SIMs, using the correct absence code once parent contact has been confirmed.
- Notify class teachers of absence reasons, so that they may provide parents/carers with more detailed support on attendance where needed.

3.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person

Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- make sure their child attends every school day and on time, properly attired and ready to learn;
- seek support from the school, where necessary, for maintaining good attendance
- inform the school office either by email at:

office@fernhillprimary.org or by telephone on 020 8247 0300

by 8.30 am on the morning of the first day of their child's absence and every day of absence thereafter. Where a child is ill, the school should be informed of the nature of their illness and advised when they are expected to return;

- provide the school with at least 2 emergency contact numbers for their child;
- ensure that, where possible, appointments for their child are made outside of the school day.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances (see section 5)

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 of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- for pupils of compulsory school age, whether the absence is authorised or not;
- the nature of the activity if a pupil is attending an approved educational activity;
- the nature of circumstances where a pupil is unable to attend due to exceptional circumstances;

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school ready for Registration at:

- 8.50am for Reception and Years 1 and 2 (KS1); or
- 8.50am for Years 3,4,5 and 6 (KS2); or

- 8.45am for the Nursery (or at 12.25pm if they attend only the afternoon Nursery session)

The gates in the Key Stage 1 and 2 Playgrounds open at 8.40am.

The register for the first session will be taken at the times set out above and will be kept open until 30 minutes after the session begins, after which pupils will be marked as absent. The register for the second session will be taken at 1:00pm for Reception and KS1 and 1:30pm for KS2 and kept open for 5 minutes.

The Nursery register is taken at 8.45am and at 12.25pm and kept open for 30 minutes after the start of both sessions.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day and every subsequent day of an unplanned absence by 8.30am or as soon as practically possible by calling or emailing the school office.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness or the pupil's attendance has fallen below 90%.

If the authenticity of the illness is in doubt, or attendance has dropped below 90%, before the school records the absence as authorised it will ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

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.

Where irregular attendance of a registered pupil is causing concern, the Education Welfare Officer will be informed

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and produces evidence of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must request other types of term-time absence including sitting entrance examinations as far in advance as possible and on at least 3 weeks' notice,, using the Request for School Absence for Exceptional Circumstances Go to section 5 to find out which term-time absences the headteacher can authorise.

School entrance examinations: Absence prior to entrance examinations will be unauthorised unless medical evidence is provided. Pupils must return to school after the examination is completed.

4.4 Lateness and punctuality

Pupils arriving late may seriously disrupt not only their continuity of learning but also that of others.

A pupil who arrives late:

- Before the register has closed (see section 4.1)will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If a child is genuinely unavoidably late because of difficulties at home or other circumstances the class teacher or headteacher must be informed in writing.

Punctuality is reviewed on a regular basis, at a school level to identify trends and also at an individual pupil level. We work with families to identify any barriers to children arriving on time and provide support, such as a soft start club and working with our Education Welfare Officer.

Once a pupil has had 3 late marks over a half term period the Attendance Officer will send a formal monitoring letter. Should punctuality remain a concern parents will be asked to attend an initial meeting with the Attendance Officer. If the punctuality concerns persist, a meeting will be scheduled with a member of senior leadership present.

4.5 Following up unexplained absence (including where a pupils stop attending school without reason)

Staff are aware that unexplainable and/or persistent absences from school can be a warning sign that children are at risk. Our absence procedures aim to identify any concerns as early as possible and these will be dealt with under our Safeguarding and Child Protection procedures.

Where any pupil we expect to attend school does not attend and we have not heard from their parent or carer by 8.30 am the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may arrange for a home visit to ensure the safety of the pupil ;
- 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 on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer;
- Inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

4.6 Reporting to parents/carers

Where the school is monitoring a pupil's attendance, it regularly informs parents about their child's attendance and absence levels. All parents/carers receive details of their child's overall attendance in the end of year report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher can only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

Leaves of absence must be requested as far in advance as possible and on at least 3 weeks' notice, using the Request for School Absence for Exceptional Circumstances form (available to download from the attendance page on the school website or as a paper copy from the School Office). Parents/carers should provide as much information as possible, including any supporting documents.

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

When considering if there are 'exceptional circumstances' the headteacher will decide each case on an individual basis taking into account all of the circumstances (including whether the child's attendance is more than 97% at the time of the request) and may require evidence to support the request.

Valid reasons for **authorised absence** include:

- **Illness and medical/dental appointments** (see sections 4.2 and 4.3 for more detail)
- **School entrance examinations** - the pupil should be out of school for the minimum amount of time necessary: for a morning exam the pupil must come into school straight after the exam and for an afternoon exam the pupil should attend the morning session.
- **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.

Family bereavements We understand that the death of a close family member can be a particularly traumatic event in any young person's life and any request for a leave of absence will be treated sympathetically.

Family holidays or other absence for the purpose of leisure and recreation are not considered to be exceptional circumstances and cannot be authorised by the headteacher.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Any absence from school will disrupt your child's learning. Children returning from a term time holiday are also unprepared for the lessons which build upon the teaching they have missed, and teachers have to give more time to help individual children catch up on missed work. This poses a risk of the underachievement of other children in the class. This is something we all have a responsibility in the school community to avoid.

5.2 Legal sanctions

Where support would not be appropriate or has not been successful or engaged with, formal interventions and sanctions will be considered (including but not limited to those below),

where these are likely to change parents' behaviour and tackle poor attendance, including. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The local authority 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.

The decision on whether or not to issue a penalty notice will take into account 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

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).

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. If it 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.

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

6. Strategies for promoting attendance

Pupils are rewarded with certificates for 100% attendance and punctuality at the end of each term. Pupils achieving this award are celebrated at an assembly.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

- We will work with the pupil and their parents to identify the barriers to their attendance and put in place pastoral and other support that can be provided by the school. We will also seek to identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals. including support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance)
- If a pupil's absence requires support from an outside agency which is not provided quickly (e.g. subject to a waiting list), we will consider other avenues of support or other temporary solutions whilst waiting
- We will monitor the impact of support and interventions and make adjustments where needed, working collaboratively with the pupil, parents and any other partners
- Where a particular form of support is refused or does not work initially, we will seek to understand the reasons for this, adjust our approach as appropriate and offer further opportunities to engage

7.2 Pupils absent due to mental or physical ill health or SEND

- We will facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under the Equality Act 2010 where a pupil has a disability. Any adjustments will be agreed by, and regularly reviewed with the pupil and their parents.
- We will ensure joined up pastoral care is in place and included in an individual healthcare plan where needed.
- We will also consider:
 - whether additional support is needed from external partners (including the local authority or health services), and make referrals in a timely manner and work together with those services;

- whether a time-limited phased return to school would be appropriate,
- Where a pupil has an education health and care Plan (EHCP) and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

- We will consider whether a time limited phased return to school would be appropriate.
- We will ensure tailored pastoral support is in place to support a successful return.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the Local Academy Committee.

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

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

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 through its Local Academy Committee.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families. We will decide which cohorts should be included in our analysis based on our context, the school population and any groups within our community that have or have had lower attendance than their peers.

- 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
- Look at all severities of absence to identify pupils who can be supported earlier before patterns become entrenched.

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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families and to the governing board (through its Local Academy Committee) and school leaders (including the SENCO, Designated Safeguarding Lead and pupil premium lead)
- 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 (including on transition and where siblings attend different schools), 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 the school's Safeguarding policy and the guidance Keeping Children Safe in Education
- Once a pupil's attendance falls below 95% (after the first half term) early action is taken to reduce the risk of persistent absence and the monitoring process will begin. Parents will receive a letter detailing this. A meeting with the Attendance Officer may be requested.
- Once a pupil's attendance is below 90% a second stage letter will be sent and a meeting with parents, the Attendance Officer and a member of the Senior Leadership will take

place. The local authority's Education Welfare Officer(EWO) will be informed and should unauthorised absence persist the EWO will begin their process for involvement with families.

- We hold regular meetings with the parents of pupils who the school (and/or the local authority) considers to be vulnerable, or are persistently or severely absent, to:
 - discuss attendance and engagement at school
 - discuss the link between attendance and attainment and wider wellbeing
 - seek to identify barriers to attendance and put in place support to remove these wherever practicably possible;
 - explain the help that is available and Signpost or provide access to wider support services to remove the barriers to attendance in conjunction with the local authority, where relevant;
 - explain the potential consequences of, and sanctions for, persistent and severe absence
 - review any existing actions or interventions and consider alternative support that could be put in place. In doing so, the school will sensitively consider some of the reasons for absence.
- Where voluntary support has not been effective. and/or not engaged with, the school will work with the local authority to put in place formal support such as an attendance contract or an education supervision order and implement sanctions, where necessary and appropriate (see section Legal Sanctions above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years by the senior leader responsible for attendance. At every review, the policy will be approved by the Local Academy Committee.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting Pupils with Medical Conditions policy

Dated: 2 October 2024

Next review due: September 2027

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