



COPHTHORNE PRIMARY SCHOOL

ATTENDANCE POLICY

| Date of issue | | Review date | | Date ratified by Governing Body | |
|-----------------------------|---------------|--------------|--|---------------------------------|--|
| October 2022 | | October 2023 | | | |
| | Print name | Signature | | Date | |
| Head Teacher | Miss S Ngenda | | | | |
| On behalf of Governing Body | Mr P Gerrard | | | | |

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [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 absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for:

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

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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues

The designated senior leader responsible for attendance is Stephanie Ngenda.

The attendance officer

The school attendance officer is responsible for:

- Working with the education welfare officer to monitor and analyse attendance data
- Working with the education welfare officer to benchmark 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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Humaira Nisar and can be contacted by phone on 01274 501 460

Class teachers

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

School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance lead in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.30am on the day of the 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

Pupils

Pupils are expected to:

- Attend school every day on time

Pupils are expected to attend school every day and will sign a home school agreement, to agree to keep their attendance at, or above, **96 percent** throughout the year.

Why attendance matters

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

Recording attendance

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 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.

We will also record:

- 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 3 years after the date on which the entry was made.

Pupils must arrive in school by **8.40am** on each school day. Registers will be taken at **8.45am** and the doors are closed at **8:55am**. After this time children must come and sign in through the main entrance where they will be asked to provide a reason for the late arrival. Any child arriving after **9:15am** will be marked with an **unauthorised** absence, unless medical evidence is provided for an appointment.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school as either 'authorised' or 'unauthorised'.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. 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.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Copthorne Primary using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed

Persistent Absenteeism (PA): A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system. All PA cases are also automatically made known to our Education Attendance Officer. All our PA pupils and their parents are subject to an Action Plan where actions and support will be agreed to raise attendance.

Absence procedures

Parents are required to contact the school as soon as possible on the first day of their child's absence. It is parents / carers responsibility to notify the school of all absences.

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.

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.

A phone call will be made to the parent of any child who has not reported their absence on the first day that they do not attend school.

The school Attendance Officer calls anyone with an unauthorised absence or anyone who is a persistent absentee and discusses current attendance levels, the importance of being in school and requests medical evidence.

Home visits are conducted by the Parental Involvement Worker.

The Head of School and Attendance Officer monitor all absences and the reasons that are given , thoroughly. Where attendance drops below 95% or where punctuality is a concern, school write to parents / carers.

If absence continues, parents carers are invited into school to discuss the situation and an agreed monitoring period will be put in place. A personalised action/support plan to address any barriers to attendance may be agreed or parents may be signposted to support or other agencies or services if appropriate.

Penalty notices may be issued child where a child takes unauthorised holiday over 5 days. The cost of this fine is £60 per parent, per child.

Where absence is a serious concern, an attendance case may be opened. In this case a letter is sent from the Local Council, advising parents / carers that at a monitoring period will be set. If absence fails to improve, the case may be taken to court.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer & Education Welfare Officer.

If a pupil's attendance drops below 90 percent, the attendance officer will be informed, and a formal meeting will be arranged with the parents.

Lateness and punctuality

Punctuality is of the utmost importance and lateness will not be tolerated. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher

The school day starts at 8.40am.

Registers are marked by 8.50am. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at 9.15am. Pupils will receive a mark of absence if they do not attend school before this time.

After lunch, registers are marked by 12.15pm in EY & KS1, 12.30 in Yr 3 & 4 and 1:00pm in Yr 5 & 6. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at 12.25pm in EY & KS1, 12.40 in Yr 3 & 4 and 1:10pm in Yr 5 & 6. Pupils will receive a mark of absence if they are not present.

Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer 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 conduct a home visit and contact agencies such as the police or Children's Social Care, as appropriate.
- 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 where necessary. If absence continues, the school will consider involving an education welfare officer

Children Missing from Education

Copthorne Primary understands that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

As soon as a child is believed to be missing education, enquiries in preparation for a CME referral will include:

- Contacting family, relatives, neighbours and where appropriate landlords and other significant adults
- Making enquiries within school with class teachers, friends (if appropriate)
- Liaising with schools attended by siblings
- Conducting home visits (home visits must be recent and be completed within the period in which the child is believed to be missing education)

- Sending letters and/or emails
- Checking with previous schools (if appropriate)
- Checking with other agencies known to be working with the family
- If you have been provided with a forwarding address in the UK, it is expected that you make enquiries with that Local Authority

This list is not exhaustive; cases will be taken on an individual basis meaning that enquiries may differ case to case.

If at any point there is reason to believe a child is in immediate danger or at risk of harm, a referral will be made to children's social care (and the police if appropriate).

If enquiries by the school do not lead to identifying the whereabouts of a child, a CME referral will be completed to Bradford LA. This will be done within a timely manner, no longer than 10 school days after a child has last attended school or their whereabouts were last known.

Appointments

As far as possible, parents will attempt to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to the school office. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

Pupils will attend school before and after the appointment wherever possible.

Requests for term-time absence

The DfE guidance instructs Headteachers not to authorise holidays during term-time. As such, the Head of School is only able to grant a leave of absence in the most exceptional circumstances. It is for the Head of School to determine what are 'exceptional circumstances' and apply these consistently and equitably. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave must be made in advance and are approved the discretion of the school. In making a decision the school will consider the circumstances of each application individually, taking into account the specific facts, circumstances and relevant context behind the request including any previous pattern of leave in term time.

Any request should be submitted as soon as it is anticipated on a leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

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
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

Parents are required to inform the school in advance if absences are required for days of religious observance.

To ensure good attendance throughout school we will:

- Provide details on attendance in regular updates such as the website and Class Dojo;
- Celebrate good attendance by displaying individual and class achievements
- Provide 'First day' calling to ensure we record reasons for absence;
- Reward good or improving attendance through class competitions, certificates and outings/events;
- Celebrate attendance successes through our weekly assemblies;
- Reward 100% attendance with certificates and annual prizes
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school;
- Work alongside School Attendance Officers in an attempt to minimise absences

Attendance monitoring

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment. We share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

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
- 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Refer to the Education Welfare Officer all cases of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through parents meetings and end of school reports.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (of statutory school age) receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be through regular school attendance or otherwise.

Parents who fail to ensure their children attend school regularly without good reason could:-

- Receive a Penalty Notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

- Be prosecuted in the magistrate's court and be fined up to £1,000
- In more serious offences, or where parents have been previously prosecuted they could be fined up to £2,500 or face imprisonment

Penalty notices can be issued by a headteacher, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The legal measures available to Local Authorities in respect of School Attendance are detailed in the DFE document "School Attendance: Statutory Guidance and departmental advice"

Truancy

Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return.

Immediate action will be taken when there are any concerns that a child might be truanting.

If truancy is suspected, the Head of School is notified, who will contact the parent in order to assess the reasons behind the child not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken
- If any further truancy occurs, then the school will consider issuing a penalty notice
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school

Missing children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the Head of School.

The following procedures will be taken in the event of a pupil going missing whilst at school:

In the event of a member of staff fearing that a child has gone missing while at school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.
- If the child has not been found by the time the register check is completed the SLT member will notify the School Leader. Staff will begin a search of the wider area immediately.
- If the child has not been found after 10 minutes from the time the child was noticed to be missing then parents should be notified and enquiries made about possible triggers for absence. They should also be asked to provide a recent photograph of their child.
- If the child or their family receives professional support e.g. social workers, Families First workers, they should be contacted for further information.
- The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- Staff must write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- The Head of School will take the appropriate action to ensure the pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Head of School will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- Appropriate disciplinary procedures are followed in accordance with the Primary Behavioural Policy.
- A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

Modelling, sport and acting performances/activities

Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require

them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the pupil's home LA.

The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.

The LA will only approve a licence application once it is satisfied that:
The pupil's education, health and wellbeing will not suffer; and
The conditions of the licence will be observed.

The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.

The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

The above requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
 - For not more than five hours on any such day.

Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Head of School to authorise the leave of absence for each day.

The Head of School will not authorise any absences which would mean that a pupil's attendance would fall below **96** percent.

Where a licence has not been obtained, the Head of School will not authorise any absence for a performance or activity.

The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

The maximum number of consecutive days that a child can perform is six – this applies to performances only.

Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place;
- Where performances or activities are taking place; or
- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

The LA has the power to amend or revoke existing licences at any time.

If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

Young carers

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate

Training of staff

The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils.

Teachers and support staff will receive training on this policy as part of their induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Monitoring and review

The school monitors attendance and punctuality throughout the year.

Copthorne Primary School's attendance target is 96 percent.

Details of our absence levels can be found on our website.

This policy is reviewed every two years by the Head of School; the next scheduled review date for this policy is October 2024.

Any changes made to this policy will be communicated to all members of staff and parents and carers

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 |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| 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 |
| T | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| 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 | 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 |