DSA Attendance

Head Teacher: Tim Brogan

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1. Aims

As a Catholic Academy, we seek to work in partnership with our parents and carers to ensure the best possible start for each child entrusted into our care. Regular attendance and punctuality are an essential part of this partnership.

St Alban's Catholic Voluntary Academy aims to meet its obligation with regards to school attendance through our whole-school culture and ethos that values good attendance by:

- Promoting good attendance and supporting punctuality in attending lessons
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Safeguarding vulnerable children through clear measures for dealing with absence and lateness
- Building strong relationships with families to ensure pupils have the support in place to attend school.

This policy should not be seen in isolation but is a strand that underpins all other policies related to the wellbeing of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

2. 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.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the academy's policies and ethos

- Making sure academy leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole academy

- Making sure staff receive adequate training on attendance

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

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the academy

- Monitoring academy-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.

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy

- 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

- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Kate Johnson and can be contacted via the academy office. Phone Number: 01332 673823   Email: admin@dsa.srscmat.co.uk

3.4 The attendance officer

The academy 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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices.

The attendance officer is Kate Johnson and can be contacted via the school office. Phone Number: 01332 673823   Email: admin@dsa.srscmat.co.uk

3.5 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 on the same day.

The codes school staff use are: '/ ' for **Present** and '*' for **Absent**.

All '*' will be amended by the Business Manager, Attendance Officer or other appropriate staff to the appropriate code once they have been checked against absence messages, late arrivals or, if necessary, investigated with the parents.

3.6 School Business Manager

School Business Manager will:

- Take calls from parents about absence on a day-to-day basis and record the correct code and reason on the school system
- Transfer calls from parents to the attendance officer or a senior leader in order to provide them with more detailed support on attendance
- Amend '*' codes with the appropriate code and record the reason after checking against absence messages, late arrivals or awareness of any investigations with parents
- Make first day unexplained absence calls to parents and send text messages when needed
- Inform appropriate adults (attendance officer, senior leaders or DSL) of unexplained absences if contact with parents has been unsuccessful.
- Urgently inform DSL if a vulnerable child/family has an unexplained absence
- Pull half termly reports from the MIS system for the attendance officer /senior leaders to analyse
- Maintain a weekly list of pupils whose attendance is below 95%.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the academy to report their child's absence by 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time.

4. School Procedures and Recording Attendance

4.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed 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 (after lunch). 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 after day 1 of absence 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:

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

Pupils must arrive in school no later than 8:55 am on each school day.

The register for the first session will be taken at 8:55am. Any child arriving after 8:55 am will be considered as late and will have an 'L' code applied to their record.

The register will be kept open until 9:25am; anyone arriving after this time will have a 'U' code applied which is an unauthorised absence code.

The register for the second session will be taken on return to the classroom after the lunchtime period for each phase (EYFS – 12:15 pm, KS1 - 12:30pm, LKS2 – 12:45pm, UKS2 – 1pm).

Incomplete or inaccurate registers are unacceptable for several reasons, including:

- They provide a daily record of the attendance of all pupils

- They are legal documents that may be required in a court of law

- We have a duty to safeguard our pupils and non-attendance / poor attendance would give us cause for concern and investigation.

For these reasons, all registers are regularly monitored and checked by the Business Manager, Designated Senior Leader for Attendance and/or other senior leaders for accuracy and timely completion.

4.2 Unplanned absence

It is important for parents to contact the academy regarding the reason for an absence; otherwise, it may be deemed as a safeguarding issue and a concern may be raised on the academy's safeguarding system.

Parents / carers must notify the academy of the reason for the absence on the first day of any unplanned absence **by 9am or as soon as practically possible** by calling the academy office on **01332 673823**.
Parents are requested to provide the following information:

- child's name
- year group
- a specific reason for absence e.g. an eye infection rather than sick or unwell.

Pupils who are absent due to vomiting or diarrhea should not return to school for 48 hours after their last episode. This is to reduce the risk of infection to others.

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carer to provide medical evidence, such as a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

4.3 Planned absence

Missing registration for a medical or dental appointment will be counted as an authorised absence. Advanced notice is required for authorising these absences.

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

For any planned absences, including arranged medical appointments, observation of religious festivals, holidays etc... parents must inform the academy as far in advance as possible before the first day of absence, unless it is an emergency appointment, by completing a **Leave of Absence Request Form** (available from the academy office) and by showing office staff the appointment card or appointment letter if possible.

See section 5 to find out which term-time absences the academy can authorise.

4.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late using the L code.

A pupil who arrives after the register has closed at 9:25 am without a valid, unavoidable reason, will be marked with an unauthorised absence, using a U code.

These codes are inputted by the Business Manager, Attendance Officer or other appropriate staff once the reason for lateness has been made known, either by checking against absence messages, Leave of Absence Request Forms and discussion with adults at the late arrival. **A child will not be marked as late or absent (L or U codes) if the reason is deemed to be unavoidable.**

The gates will be open at 8:45am for pupils to arrive and the entrance doors will close at 8:55am. Children should arrive no later than 8:55am.

Any pupils who are late - arriving after the entrance doors close at 8:55am - should come to the main office with an adult accompanying them so that their attendance and reason for lateness can be recorded.

Parents/carers must make sure that children are not left unattended outside the school building as we cannot take responsibility for their welfare and this could be raised as a safeguarding issue.

Late Escalation Procedures and Support	
Late but before the register closes (after 8:55am and before 9:25am) with no valid, unavoidable reason. This is marked with an 'L' code.	
Stage 1	**Late 5 times in a term:** Parents will receive a text message to inform them of 5 'lates' and to ask them to contact Mrs Johnson to see if the academy can offer support.

Stage 2	**Late 8 times in a term:** Parents receive a 2nd text to inform of amount of 'lates' and to request a meeting to discuss supportive measures and reasonable adjustments to be put in place, if necessary, and inform of close monitoring over the following 2-week period. The EWO will be contacted for advice.
Stage 3	**If late arrivals continue during the 2-week monitoring period after the first meeting and any necessary supportive measures have been in place:** Parents will be invited to a second meeting and informed of the seriousness of the situation. The EWO will be invited to input into the meeting and offer advice. Parents will be informed that a second 2-week monitoring period will commence following the meeting and if there is no change in behaviour, a penalty notice could be issued by the local authority.
Stage 4	**If there is no change in behaviour after the second 2-week monitoring period or the child has been late 10+ times in a term:** A referral will be made to the to LA, which could lead to a penalty notice.
Late after the register closes (after 9:25am) with no valid, unavoidable reason, resulting in an unauthorised absence. This is marked with a 'U' code.	
Stage 1	**One incident of unauthorised absence due to lateness (after 9:25 am) within a term.** Parents will receive a text message to inform them of an unauthorised absence, ask if the academy can offer support and to remind them of the importance of arriving on time.
Stage 2	**Two incidents of unauthorised absence due to lateness (after 9:25am) within a term.** A text message to request a meeting. Discuss reasons for lateness and any supportive measures if appropriate. Inform of close monitoring and EWO input.
Stage 3	**Three incidents of unauthorised absence due to lateness (after 9:25am) within a term** Parents/carers invited to a second meeting to take place. A referral will be made to the to LA, which could lead to a penalty notice.

Parents have a legal duty to ensure their children of compulsory school age attend regularly and they should promote and support punctuality in attending lessons. St Alban's Catholic Voluntary Academy strives to support families to perform this legal duty and therefore have systems and procedures in place to promote good attendance and punctuality and will rigorously monitor them both and challenge parents when required, in line with the escalation procedures within this policy. However, we will always endeavor to work alongside parents to overcome barriers and, where necessary, make reasonable adjustments for those pupils with medical and emotional needs.

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer between 9:15 am and 10 am 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 carry out a home visit on the day of absence and, if there are safety concerns, contact the police and if appropriate, social care. (See the Academy Actions table below for more detail for initial unexplained absence.)

- Identify whether the absence is authorised or unauthorised.

- 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 academy will consider involving an education welfare officer.

Academy Actions for Initial Unexplained Absences	
1	If parent/carer has not contacted the academy to inform of absence, a phone call to parents to ascertain the reason for absence will be made on the first day of absence. We aim to do this between 9:15 am and 10 am.
2	If contact is unsuccessful, a text message will be sent asking the parent to contact the academy.
3	If contact is not made by 11:30 am, the Business Manager will inform the Attendance Officer, a senior Leader or the DSL/ DDSL and a concern would be raised through Edukey.
4	The attendance officer, a senior leader or the DSL / DDSL will attempt once more to make contact with parents through phone and Dojo. If still no contact is made at this point, the key staff will decide if a home visit will take place for children/families deemed to be vulnerable and if there is reason for concern, contact with the police and social care will be made.

- Unsuccessful attempts to contact home will be recorded for all pupils through Edukey.

- For safeguarding purposes, key staff, including the School Business Manger, are aware of vulnerable children / families and if they have an unexplained absence, they are prioritised. This means that a DSL/DDSL is informed as soon as possible and immediate attempts to contact home are made and actions listed above will be escalated as appropriate. All actions will be recorded on Edukey.

4.6 Reporting to parents/carers

Parents will receive reports on attendance three times per year in termly reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher, supported by the priority pupil team, will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define **'exceptional circumstances'** as those arising suddenly and out of control of an individual such as: a death of an immediate family member, to attend a special religious ceremony for the individual or an immediate family member, moving house and parental leave from HM Forces (to name a few).

The academy considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated by completion of a Leave of Absence Request Form, accessible via the main academy office and on the academy website. The headteacher may require evidence to support any request for leave of absence. The leave of absence request will be considered by the Priority Pupil Team. Parents will receive written communication, signed by the Headteacher or the Attendance Officer, to inform them if the requested absence is authorised or unauthorised.

Other valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's 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, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Unauthorised absences are those which the academy does not consider reasonable and for which no authorisation has been given.

Reasons for unauthorised absence include (but are not limited to):

- Cheaper holidays in school time

- Children are tired or had a late night

- Family birthdays that have not been agreed to having any exceptional circumstance

- Absences that have never been properly explained and if the academy is not satisfied about the authenticity of the illness (as mentioned in section 4.2)

- Absences that follow a particular pattern (regular days off)

- Children are late after the register has closed (after 9:15am) and a valid or unavoidable reason has not been provided.

5.2 Legal sanctions

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

If issued with a fine, or 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.

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.

6. Strategies for promoting attendance

St Alban's has a positive, whole school culture of promoting outstanding attendance – all staff work together to promote attendance and punctuality – it is seen as everyone's responsibility. There is an emphasis placed on community and belonging to help children enjoy school and want to attend. There is a conscious effort from staff to discuss future events and activities with children for them to look forward to coming to school.

The academy regularly communicates with parents to share the importance and benefit of outstanding attendance and punctuality for their child. A weekly poster is sent to parents celebrating the attendance figures for each year group. This is celebrated with pupils in a weekly Achievement Liturgy.

Termly family rewards are in place in which all children that have achieved 98% attendance, or more, over a term will receive a raffle ticket and will be in with a chance to win a family treat voucher. This is done on a termly basis, enabling those who weren't entered in the previous term a chance to improve their attendance.

There is an emphasis on building strong relationships with families, especially those who are hard to reach. The academy aims to communicate with and support them in overcoming barriers to attendance and punctuality. Targeted support for identified children and families takes place on an individual basis and is discussed at weekly Priority Pupil meetings.

Attendance and punctuality are an element of the weekly Priority Pupil meetings. These meetings ensure key staff are regularly updated on attendance data and ensure the academy supports those that require it.

Impact of interventions are discussed along with ideas of strategies to support more effectively. In some cases, specific activities may be implemented to meet the needs of some individuals and their families.

Reasonable adjustments are made for pupils with medical and emotional needs.

7. Attendance monitoring

7.1 Monitoring attendance

Attendance Target:

For children in Year 1 to Year 6, the academy's attendance target for the academic year 2022 – 2023 is 98%. It will be monitored by the Headteacher, the Designated Senior Leader for Attendance, the Attendance Officer, the School Business Manager, the Priority Pupil Team, Governors and the SRSCMAT Trust Board.

The academy will:

- Monitor the accuracy and timely completion of the daily registers – carried out by the Designated Senior Leader for Attendance and other Senior Leaders

- Monitor attendance and absence data weekly, 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

- Hold weekly Priority Pupil meetings to rigorously monitor and track identified pupils with attendance concerns and to make decisions on supportive and preventative actions to improve their attendance.

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 governing board.

7.2 Analysing attendance

The academy will:

- Analyse attendance and absence data weekly 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 develop targeted and academy-wide strategies to address these patterns.

7.3 Using data to improve attendance

The academy will:

- Implement weekly **Priority Pupil meetings** with key staff in attendance to highlight pupils who show signs of poor attendance and or punctuality. Concerns relating to particular pupils will be shared at this meeting and decisions will be made where supportive and preventative action needs to be taken. An appropriate staff member will be identified to build up a positive relationship with identified families and to meet with parents and the child to discuss appropriate strategies to overcome barriers to good attendance and punctuality. The meetings provide an opportunity for key staff to be updated on attendance data and any related issues. Interventions and strategies to overcome barriers will be

discussed, progress of interventions already in place will be reviewed for effectiveness and impact, informed by tracking and analysis of data

- Provide regular attendance reports to class teachers prior to termly reports, 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.

7.4 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.

St Alban's Catholic Voluntary Academy has a target of no more than 7% of pupils being persistently absent.

To achieve our target, we will undertake a range of actions and strategies as described throughout this policy, including the points listed below. See the flow chart below for clear guidelines of our absence escalation procedures and support:

- Hold Priority Pupil meetings, as referred to in section 7.3 and section 6, to support the reduction of persistent absence and to improve attendance overall

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the academy (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

Absence Escalation Procedures and Support

Attendance level under 95% or missed 1.5 days in a half term = Refer to Priority Pupil Team for reasons to be explored.

If clear reasons e.g. one continuous period of time off school for illness = Track attendance over 6 week period.

Any unauthorised absences or if authorised absence is of concern (e.g. patterns emerging) = First Contact with parents is made (text, phone or in person) Inform of concern and offer support. Close monitoring of attendance for 6 week period.

Improvement = no further action

Attendance continues to be a concern = First Contact with parents is made (text, phone or in person) Inform of concern and offer support. Close monitoring of attendance to continue and further actions taken if necessary.

Attendance improves = no further action

If attendance continues to fall, Formal Letter 1 to be sent. Continue to monitor attendance.

Improvement over 6 week period = No further action. (Attendance officer continues to track attendance and action will be taken if attendance drops again.

No Improvement over 6 wk period or if attendance dramatically drops before that = Second Formal Letter sent to parents inviting them to a formal meeting to assess needs and support, set targets, signpost to support & EHA if appropriate.

Improvement over 6 week period = No further action other than continuing to track attendance levels.

No Improvement over 6 wk period or if attendance dramatically drops before that = Refer to EWO (Local Authority) and Third Formal Letter sent.

Improvement over 6 week period = Continue tracking attendance and supporting the child / family if required.

No Improvement over 6 week period or further decline within the period = EWO communication and penalty notice warning given which could lead to a penalty notice fine and court action.

Detail of actions within the escalation procedures:

First Contact

First contact with parents is made by a member of the Pupil Priority team and can be by text, phone or in person. The purpose is to communicate with parents, informing them that their child's attendance has dropped below 95% and of this initial concern and to offer the earliest support possible to work with the family and/or child to improve their attendance. This communication will be decided by the priority pupil team based on their knowledge of the absences. The academy uses 95% attendance as a trigger to ensure the earliest possible help is given to children and families where it is needed.

Letters

There are three formal letters in total that will be sent to parents when attendance is of concern. These are sent out by the Headteacher or Attendance Officer on a case-by-case basis.

A trigger for the letters to be sent out is if attendance has **dropped below 95%, first contact has been made** and **the initial communication with parents and support provided has not been successful** (see Escalation Procedures and Support Flowchart).

Letters will not be sent out if the reasons for absence are clear e.g. one continuous period off school due to illness, exceptional circumstances (as referred to in section 5) or if the communication and action that is already taking place between school and home are deemed to be working.

Formal Letter 1

Informs parents formally that attendance has fallen below 95% and after 'First Contact' notification and support, there has continued to be a decline in attendance. This informs parents of the impact of low attendance and offers further support. This letter will be sent in January.

Formal Letter 2

States that school has continuing concerns about attendance and invites parents to a more formal meeting to assess needs further and support, set specific attendance targets, signpost to support services if necessary and complete an Early Help Assessment if appropriate. This letter will be sent any time after the first formal letter.

Formal Letter 3

States that school has serious concerns about attendance, requests medical proof for further absences and warning of a penalty notice fine. This letter will be sent any time after the second formal letter.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually, by Kate Johnson, Attendance Officer and Designated Senior Leader for Attendance. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-bullying Policy
- Mental Health Policy
- SEND Policy

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