ATTENDANCE POLICY

Date	Reviewed with Governors Summer 2024, Sumer 2025 September 2026
Review	September 2027

INTRODUCTION

At Crookhill Primary School, we promote excellent attendance and punctuality. Good attendance is the essential foundation to positive outcomes for all pupils. It ensures that children get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Punctuality is important so that pupils can start the day on time, ready to learn. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

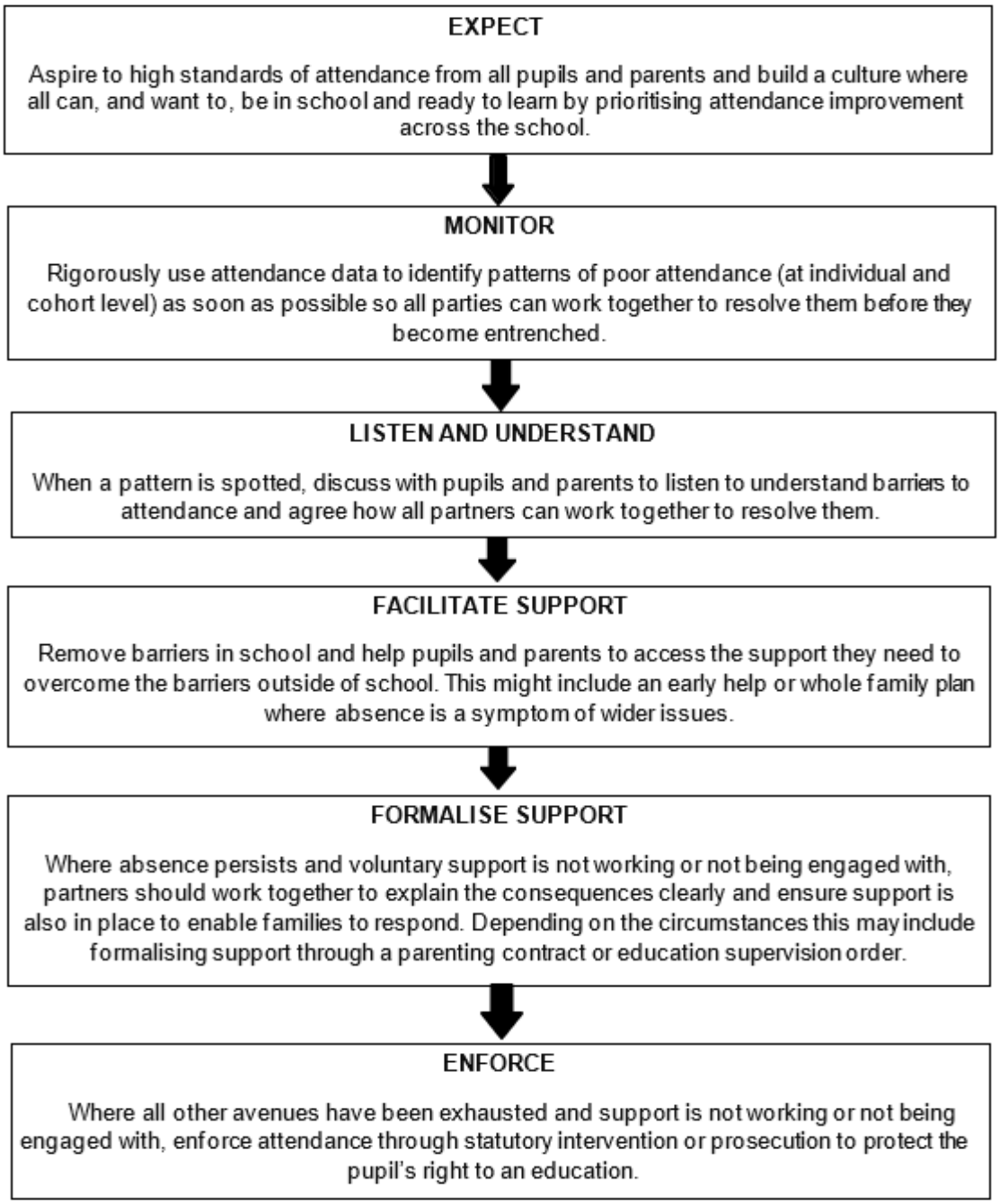
We recognise that many factors (in school and externally) can influence a pupil's attendance and punctuality and we will work in partnership with parents and other relevant agencies to resolve any issues.
This policy should be read in conjunction with guidelines on exclusion, behaviour, anti bullying and other documentation referring to social inclusion.

AIMS

- To aim for every child to have 100% attendance
- To have a manageable whole school approach to attendance and punctuality procedures.
- To teach children the importance of attendance and punctuality
- To promote excellent attendance and punctuality in order to ensure continuity of education, maximising children's academic potential, wellbeing and wider life chances.
- To ensure that parents are aware of their legal responsibilities regarding attendance and to work with parents if difficulties arise.
- To work alongside other agencies, including the Legal Intervention Team, if difficulties arise so that effective action can be put into place.
- To monitor attendance and punctuality effectively so difficulties are quickly highlighted.
- To make everyone aware of the detrimental effect of absences and lateness on the education of our children.
- Build strong relationships with families to make sure pupils have the support in place to attend school

Crookhill Primary School Attendance Categories					
Persistent Absence	**Concern**	**Below Average**	**Good**	**Very Good**	**Excellent**
Less than 90%	90 – 93.99%	94 – 95.99%	96 – 97.99%	98 – 99.99%	100%

At Crookhill Primary School, we follow the DfE Working together to Improve School Attendance Approach, which is statutory from August 19th 2024:



WHY IS ATTENDING SCHOOL REGULARLY SO IMPORTANT?

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

Pupils who attend regularly are more likely to achieve better results than their peers that do not, both at Key Stage 2 tests in primary school, and in GCSE's at secondary school.

Excellent attendance enables pupils to be part of the school community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	…a pupil will miss this many days:	…and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

PUNCTUALITY

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

When a pupil arrives late to school, they miss important events such as assembly, introduction to lessons and Read, Write Inc . Children can often feel embarrassed having to enter a classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others:

Minutes late per day…	Equates to days of teaching lost in one year…	Which means this number of lessons have been missed…
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons
20 mins	12 days	60 Lessons
30 mins	18 days	90 Lessons

SAFEGUARDING AND ATTENDANCE

Crookhill Primary School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety.

LEGISLATION AND GUIDANCE

Under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010, parents are responsible in law for ensuring the regular and punctual attendance of their children.

This policy meets the requirements of the government guidance 2024 from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006

- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

INCLUSION
This school believes that every pupil is of equal value and has the right to equal education opportunities, irrespective of race, gender, aptitude, special educational need, disability, religion and beliefs; therefore we:

- respond appropriately to children's diverse needs and are aware of the needs of children with differing: genders, special educational needs, disabilities and cultural ethnic and social backgrounds.
- are aware of the need to overcome potential barriers to learning and the importance of attendance and punctuality as an aspect of this.

PARENTS

Under education law (section 576 of the Education Act 1996) a parent is defined as:-

- all natural/adoptive parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- any person who, although not a natural parent, has responsibility for the care of a child or young person. This means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

It is also important to note that even though a parent may not live in the same home as the pupil that parent is still responsible for ensuring the child attends school every day.

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.15am 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
- Seek support, where necessary, for maintaining good attendance, by contacting the headteacher, Miss McCormack

NOTIFICATION OF ABSENCE
Parents are expected to notify the school promptly via text, voicemail, telephone or email, if their child cannot attend. Absences will be recorded as unauthorised until a satisfactory explanation is received.

MEDICAL AND DENTAL APPOINTMENTS
Parents are discouraged from making medical or dental appointments during school time, and are only expected to remove their child from school for the minimum period of time when this is unavoidable.
The school office should be provided with a copy of the appointment card or letter if a school time appointment is unavoidable
If a child has missed morning or afternoon registration as a result of such an appointment, the session is recorded as a medical absence (M) and this will affect the child's overall attendance.

RELIGIOUS OBSERVANCE
Our school recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be

recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

REMOVAL BEFORE THE END OF THE SCHOOL DAY

Parents should not remove children from school before the end of the school day. A leave of absence request must be completed stating the reason for the removal and this will be added to the child's attendance record.

If there are repeated removals, this will be addressed with parents according to school's policy and procedure for dealing with absences.

SCHOOL

We recognise that many factors (in school and externally) can influence a pupil's attendance and we will work in partnership with parents and other relevant agencies to resolve any issues.

PUPILS

Children are taught the importance of excellent attendance and punctuality. They are encouraged to:

- attend school regularly
- inform staff if there is a problem that may lead to absence
- arrive at school on time

SCHOOL PROCEDURES

REGISTRATION

- The attendance register is a legal record. The school will record every registered pupil and take the register accurately and efficiently by 9.00 am and at 1.00 (Reception/KS1)/1.15pm (KS2) in the afternoon. The register must be taken at the same time for all registered pupils in each session, including pupils with bespoke timetables, phased returns, flexi-schooling arrangements, dual-registration arrangements or staggered provision, unless a lawful attendance code applies. The school will not pre-populate attendance or absence unless the relevant code and circumstances lawfully permit this.
- Children are marked as either present or absent and register codes are strictly adhered to.
- Registers close at 9.15 am and at 1:30 pm

ABSENCE

There are four broad classifications in attendance registers:

PRESENT	the pupil is on the premises
APPROVED EDUCATIONAL ACTIVITY	the pupil is engaged in an approved, supervised activity off site, for example, educational visit, sporting activity or work experience.
AUTHORISED ABSENCE	an absence authorised by the school, which includes: • illness (although, if the length of illness is considered to be unreasonable, further action will be considered such as a request for medical evidence or meeting with the Head Teacher) • Medical and dental appointments - where it is unavoidable that they take place in school time (appointment cards should always be seen). • Family Bereavements - for an agreed period of time. • Days of religious observance - advance notice should be given in this case. • Temporary exclusion - as a result of a specific action by the Head Teacher. • Permanent exclusion - while the appeal process is ongoing. • Attendance at a Pupil Referral Unit - where attendance is dual registered. • or other exceptional circumstances where the school deems attendance at school to be inappropriate.

UNAUTHORISED ABSENCE	an absence where the school judges that the pupil does not have good cause to be missing from school. Unauthorised absences may include: •Absences which have never been properly explained •Pupils who arrive at school too late to get a mark •Absences for shopping, birthdays, day trips, haircuts, purchase of party/prom clothes •Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered •Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school) •In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised **Unauthorised absences may result in legal sanctions, use of penalty notices or prosecution.**

IF A CHILD IS ABSENT – FIRST DAY RESPONSE PROCEDURES

- The School Admin Officer will telephone or text the parents/carers of all unexplained absentees from 9:15 am onwards and record explanations on Arbor.
- If there is no response, further attempts will be made to contact the parents/carers by telephone and then all other named emergency contacts will be tried. If all attempts to make contact fail, a home visit by two members of school staff will follow. The outcome of any visits will be recorded on Arbor or CPOMs (our online system for safeguarding).
- if a home visit is unsuccessful, a calling card will be left asking parents/carers to contact school asap.
- Further attempts to contact parents/carers by telephone or text will be made.
- Social Services or other agencies could be contacted if staff are unable to contact parents/carers or other family members.
- Parents/carers will be asked for an explanation of absence.
- If no explanation is forthcoming, an unauthorised absence will be recorded.
- Messages about absences must be forwarded to the Admin Officer.
- If there are concerns about persistent, sporadic or unexplained absence, school staff will make home visits

PUNCTUALITY

- School begins at 8.50am and all pupils are expected to be in school for registration at this time.
- Any child arriving later than 8.50 am should enter via the main entrance, reporting to the school office. If accompanied, a parent or carer should give a reason for the lateness, which will be noted in the pupil's Arbor records.
- Arrival after the registers close at 9.15am (without an acceptable reason) will result in an unauthorised absence mark (U) and counts as an absence for that session.
- Where lateness gives cause for concern further action will be taken.
- Persistent lateness after the registers close, can result in the school referring the matter to the Local Authority for formal action to be taken

Flexi-schooling

Flexi-schooling is an arrangement, agreed at the headteacher's discretion, in which a child is primarily electively home educated but attends school for part of their education. There is no parental right to flexi-schooling. The school and parent must agree the arrangement in writing, including required sessions, the point at which the attendance register will be taken, review arrangements and how it may end. The pupil remains on the admission register and must attend all agreed school sessions.

Attendance codes on the school register must reflect the facts of each session and statutory definitions. Unexplained or unauthorised absence from an agreed school session will receive the appropriate absence code. The arrangement

will be reviewed to ensure the pupil receives a suitable education, remains safe and is not disadvantaged in safeguarding, SEND support, curriculum access or progress.

Dual registration
Where a pupil is registered at more than one school, the schools will agree which establishment expects the pupil at each session, exchange attendance information promptly and establish immediately whether the pupil attended.
The appropriate code (D) will be used only by the school at which the pupil was not expected because they attended the other registered school. It will not be used merely because a pupil attends alternative provision or another educational setting.

Alternative provision and off-site education
Before using an approved-educational-activity code, the school must be satisfied that the activity has been approved by the school, is of an educational nature, and meets the relevant supervision and safeguarding requirements.
Attendance information will be obtained promptly for every session, and absence or unexplained non-attendance will be followed up without delay.
The school will not use code B for Unsupervised remote education, independent study at home, work set for completion at home, or alternative provision will not be coded as attending any other approved educational activity (B) unless the statutory requirements for approved off-site educational activity are met.
Where a pupil attends alternative provision, the school remains responsible for safeguarding oversight and for following up attendance. The school will agree attendance-reporting arrangements with the provider, check attendance for each expected session and act promptly where the pupil does not attend or the provider cannot confirm attendance.

Admission register corrections,
Where a pupil's name has been entered in the admission register in error, the school will correct the register only where it is satisfied the entry was genuinely made in error and will retain an audit trail of the decision.

No fixed abode and reasonable distance
For pupils with no fixed abode or changing temporary accommodation, the school will maintain reliable contact details, seek a temporary address where available, make reasonable enquiries if attendance is affected and work with the local authority where there are children-missing-education concerns.
When considering statutory grounds that refer to reasonable distance, the school will apply the relevant legal test to the individual pupil's circumstances, including age, route, available transport, safety, mobility, disability and any reasonable adjustments. The school will not remove a pupil from roll on this ground unless the statutory criteria are met and required enquiries and notifications have been completed.

LEAVE OF ABSENCE AND TERM TIME HOLIDAYS

The law does not grant parents the automatic right to take their child out of school during term time.

In line with DfE expectations only very exceptional circumstances will warrant a leave of absence being granted by the Headteacher.

The Headteacher must be satisfied that there are **exceptional circumstances**, based on the individual facts and circumstances of the case. It is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

If any leave of absence is granted, the Headteacher will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion. Decisions made in relation to whether a leave of absence request is granted (authorised) or not (unauthorised) will be applied consistently and equitably.

A need or desire for a holiday, leisure activity or recreational activity is not an exceptional circumstance. There is no entitlement to take a pupil out of school for a holiday.

The Department for Education's guidance in 'Working Together to Improve School Attendance' states:

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Where unauthorised absence reaches 10 or more sessions within a rolling 10-school-week period, the school will consider whether a penalty notice should be requested or issued. This may include different types of unauthorised absence, whether consecutive or non-consecutive.

Before requesting or issuing a notice, the school will consider the pupil's circumstances, whether support has been offered or engaged with, and whether a notice is appropriate. Support should be considered where absence may relate to unmet needs or barriers to attendance.

Making a Leave of Absence Request

Parents should seek permission for a leave of absence during term time prior to the leave, using the Leave of Absence request form (available from the school office), fully explaining the reasons for the request. Each request will be judged on a case-by-case basis by the Headteacher.

Parents are reminded that the absence will have an impact on their child's education as the child will miss elements of the curriculum, causing gaps in learning.

• The request for an authorised leave of absence must be made at least two weeks in advance and the Headteacher may invite the parent into school to discuss the request before a decision is made, especially when the reasons given are unclear.

• School will reply to all applications, stating whether or not the absence has been granted.

• If leave is not granted, the reason for not authorising a request will be clearly stated, as well as the possible consequences of disregarding the refusal.

• If leave is granted, the length of authorised absence will be clearly stated, including the date the child is expected back in school and the possible consequences if the child fails to return on that date.

• If a parent removes their child from school without requesting a leave of absence or without authorisation from the Headteacher, a referral may be made to the local authority requesting a penalty notice be issued.

Implications when a Leave of Absence is Not Authorised

If the request for a leave of absence (holiday or other circumstances) is refused and the absence is recorded as unauthorised, the Headteacher may refer the matter to the local authority requesting that a penalty notice be issued against the parent. Parents should consider the full implications of this before deciding to remove their child for a holiday in term time.

PROCEDURES FOR ADDRESSING ABSENCE AND LATENESS

MONITORING ATTENDANCE AND PUNCTUALITY

The Head Teacher and School Business Manager meet regularly to monitor attendance.

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- Monthly checks will be made to ascertain any children whose attendance is below 96%. Each case is considered on an individual basis. Where concerns are identified, attendance and punctuality are discussed with parents, for example, at parents' evenings
- If the absence is deemed unacceptable, the following staged response is followed:
    1. Warning letter from school to ensure parents are aware of attendance concerns. Medical evidence may be requested and any further absences may not be authorised without information from a health care professional
    2. Monitor for 4 weeks
    3. Invitation into school to discuss issues with the Head Teacher and to identify strategies and targets for improvement
    4. Set targets and monitor for 6 weeks
    5. Completion of a Common Assessment Framework (CAF) or referral to outside agencies, if appropriate
    6. Referral to Legal Intervention Team.

- Persistent lateness is monitored by the School Business Manager and discussed with the Head Teacher. Any concerns regarding punctuality will be dealt with in the following ways:

1. Warning letter
2. Monitor for 4 weeks
3. Meeting with Head Teacher
4. Set targets and monitor for 6 weeks

5. Completion of a Common Assessment Framework (CAF) or referral to outside agencies, if appropriate

SANCTIONS

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty Notices and Prosecution

Unauthorised absences may result in legal sanctions, use of penalty notices or prosecution.

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a penalty notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The national threshold for considering a penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

- If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- Any second penalty notice issued to the same parent for the same child within a rolling three-year period, will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- A national limit of two penalty notices can be issued to a parent for the same child within a rolling three-year period. At the third (or subsequent) offence(s), another tool, such as prosecution, will be considered.

Before issuing a penalty notice, the school will consider the individual case, including:

- whether a leave of absence has been taken without the permission of the Headteacher (unauthorised absence);
- if a leave of absence has been agreed and the pupil returns to school after the agreed date
- without explanation;
- no application for leave has been made;
- the local authority is satisfied that the parent had full knowledge of the procedures and the possible consequences.
- 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).

The payment must be made directly to the local authority, regardless of who issues the notice. Penalties are collected by the local authority; school does not receive this money.

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 our school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary.

LIAISON WITH PARENTS/CARERS

Information about attendance and punctuality is included regularly in the Friday letter. There is also information on the school website. Leaflets are sent to parents informing them of the benefits of good attendance.

ROLE OF GOVERNORS

Governors determine, support and review school policies. They support the aims of this policy by making resources available wherever possible. They receive termly reports concerning attendance, which they use for monitoring purposes. The Attendance governor works with the Head Teacher to determine, review and implement policies and procedures.

MONITORING ATTENDANCE

A range of attendance data will be collected and analysed each half term in order to identify individual pupils or groups of pupils whose attendance is a cause for concern:-

- whole school attendance rates
- numbers and proportion of persistent absentee pupils
- rates of unauthorised absence
- attendance/absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, etc)

Analysis will include, where relevant, pupils eligible for pupil premium, pupils with SEND or an education, health and care plan, pupils with a social worker, looked-after and previously looked-after children, young carers, pupils with medical or mental health difficulties, pupils attending alternative provision, pupils subject to dual registration and cohorts identified through local context.

COMMUNICATION

Crookhill Primary School's Attendance Policy will be communicated through:

- the home-school agreement
- regular newsletter items
- guidance and advice in the staff handbook
- school website

LINKS WITH OTHER POLICIES/PROCEDURES

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour policy

- Admissions policy
- Anti-Bullying Policy
- Children missing education procedures
- Home/School agreement
- SEND policy and SEN information report
- Supporting pupils with medical conditions policy
- Equality information and objectives

MONITORING, EVALUATION AND REVIEW

This school will review this attendance policy annually and assess its implementation and effectiveness. The policy will be shared with parents and promoted and implemented throughout the school.

Appendix 1

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

While leave of absence may be granted during term time, it is entirely at the Head Teacher's discretion and it is not a parental right.

Exceptional Circumstances

The government and schools realise that is more expensive to go on holiday during the school holiday period than at other times of the year. However, it is the view of the DfE that a child(ren) should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances. Less expensive holidays are not a good enough reason for taking a child or young person out of school. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether or not to grant a leave of absence for 'exceptional circumstances', the following will be considered:

- What is the normal pattern of attendance for the child(ren) who is asking for a leave of absence?
- What is 'exceptional' for one family might be the norm for another family.
- Examples of 'exceptional circumstances' might include:
    - A special one-off family event (30th wedding anniversary of grandparents; parents wedding) - but one that doesn't happen on an annual basis
    - A funeral which requires the family to travel some distance etc
    - The receipt of a special award which means the family need to travel some distance and stay overnight
    - A parent who has the potential for a new job and wants to take their family with them to see if they like the area
    - A parent who is in the Armed Forces might be considered under 'exceptional' circumstances, however, parents who have set holidays due to their work patterns are not considered to be 'exceptional' circumstances.

Appendix 2

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: • 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