Church Hill C of E Junior School

'Let Your Light Shine' (Matthew 5:16)

Together Everyone Achieves More

Pupil Attendance Policy 2026

Signed by: .....

Date: 26.11.25

Approved by Governor

Date: ....26/11/25.....

Signed on behalf of the Governing body: .....
(Chair of Governors)

Next Review Date: November 2027

Get the knowledge you need to act at thekeysupport.com
© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

Contents

1. Aims 2
2. Legislation and guidance 2
3. Roles and responsibilities 2
4. Recording attendance 4
5. Authorised and unauthorised absence 6
6. Strategies for promoting attendance 7
7. Supporting pupils who are absent or returning to school 7
8. Attendance monitoring 9
9. Links with other policies
Appendix 1: attendance codes 9

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on Working together to improve school attendance (applies from 19 August 2024) through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and the benefits of good attendance
- Setting high expectations for the attendance and punctuality of all pupils
- 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

It is through good attendance and punctuality that our staff will ensure each pupils has the opportunity to 'Let their light shine' in all areas of study.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 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.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Making sure school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritisng staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupil's individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils where appropriate
- Holding the headteacher to account for the implementation of this policy
- Making sure dedicated training is provided to staff with a specific attendance function in their role including interpreting and analysing attendance data
- The Link Governor for attendance is Mrs Brenda Seaton

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or authorizing the attendance office to be able to do so

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being misses, and where pupils with SEND face in-school barriers.
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Liaising with the school's EWO to improve attendance

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Diane Brown and can be contacted via 0116 269 2509 / parentresponse@chjs.org.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/ school business manager when to issue fixed-penalty notices

The attendance officer is Kirsty Roberts and can be contacted via 0116 269 2509.

3.5 Class teachers

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via Arbor by 8.35am and 1.20pm.

3.6 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

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

- Transfer calls from parents/carers to other members of staff where appropriate, in order to provide them with a more detailed support on attendance.

3.7 Parents/carers

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

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day to day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends ever day on time
- Call the school to report their child's absence before 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the school office on 01162 692509.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark 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:

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

- 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 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 8.35am. The register for the second session will be taken at 1.15pm and kept open until 1.20pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office, who can be contacted via 01162 692509 or parentresponse@chjs.org.uk

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

On the 5th consecutive day of absence, a home visit will be carried out by two members of staff.

If the authenticity of the illness is in doubt, 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. We will not ask for medical evidence unnecessarily.

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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Leaves of absence must be requested via the school office.

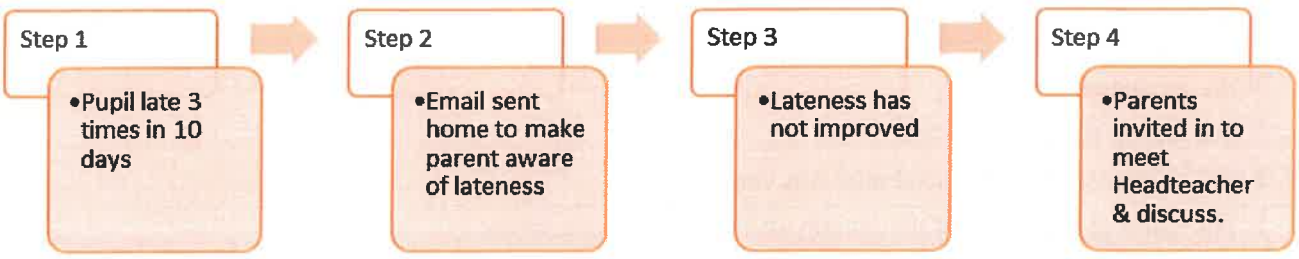
However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- The school identifies and responds to ongoing punctuality issues in line with the following:



Get the knowledge you need to act at thekeysupport.com
© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

4.5 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 contact the EWO and/or police if there are welfare concerns around a specific pupil. The school may conduct a home visit if safe to do so and if there are specific concerns.
- 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 and may conduct a home visit
- Where relevant, report the unexplained absence to the youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5 below).

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels at progress evenings (twice a year) and at the end of year on pupil reports. Should pupils be at risk of persistent absence (below 95%), an email will be sent to parents on a monthly basis. Any pupil with 92% or below attendance will receive an email fortnightly. Any pupil with below 92% will be referred to the Education Welfare Officer (EWO) on a termly basis.

If a pupil is late 3 or more times in 10 days, an email will be sent to parents every two weeks.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the Working together to improve school attendance (applies from 19 August 2024) These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study Leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as 'one off event which are unavoidable and have minimal disruption on a child's education on the basis that attendance is currently good'.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office and on the school website. The headteacher may require evidence to support any request for leave of absence.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purpose of a family holiday.

The school considers each application for term time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Valid reasons for **authorised absence** include:

- Illness (including mental-health) 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. It is expected that a child has to attend school for 200 sessions in the preceding 12 months. To help ensure continuity of education, children may have dual registration with another school close to where the family is travelling. The school will contact families weekly when travelling and will aim to work with families to develop a calendar of their attendance.
- The school will use a T code when a child has no fixed abode and the child is travelling with their parent. No fixed abode means that someone either does not have a settled place where they can live fulltime, or they have a place where they can live fulltime but they spend substantial periods of time not living there.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include but are not limited to):
    - Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
    - Attending another school at which the pupil is also registered (dual registration)
    - Attending provision arranged by the local authority
    - Attending work experience
    - If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

5.2 Legal sanctions

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

Penalty notices

The school will advise the local authority of any unauthorized absence from school where a penalty notice should be issued.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorized absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing penalty notice appropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

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

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third tie within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued by the Education Welfare Officer (EWO) in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

6. Strategies for promoting attendance

The school has worked hard to ensure a system is in place for rewarding and improving attendance. The importance of attendance is also physically present within our school through our **'In to Win'** display celebrated centrally in the school hall.



Rewards for Good Attendance

Weekly: Trophy awarded to class with highest attendance (Friday - Thursday) in Friday celebration assembly.

Annually: Attendance badge awarded for pupils achieving 100% attendance

End of Year 6: Individual trophy for 100% attendance for school life

The school further rewards attendance through the **'In to Win'** initiative.

Termly: All children with 100% attendance will have their 'In to Win' photo entered in to the randomizer. The chance of winning increases with continued attendance (Aut: 1 term 100% =1 photo, Spr: 1 term 100% = 1 photo or 2 terms 100% = 2 photos, Sum: 1 term 100% = 1 photo, 2 terms 100% = 2 photos or 3 terms 100% = 3 photos. The randomiser will select a child. This child will win a £10 Amazon voucher. All pupils entering the draw will be reward with 15 house points for that term.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Pupils absent due to mental or physical ill health or SEND

A support first approach it taken by the school. The Head Teacher, SENDCo or Pastoral staff will meet with families to try to ascertain barriers and the school will use best endeavors to make reasonable adjustments to support a range of circumstances. Further support may be requested from outside agencies such as Autism Outreach, Oakfield PRU, ADHD solutions, the school nurse or GPs. The Education Welfare Officer, Children and Family Support Services, Inclusion team or Social Services may also be contacted.

Where a pupil has an education health care plan (EHCP) and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.2 Monitoring attendance

The school will:

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

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

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 school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

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

The school will:

- 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

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.

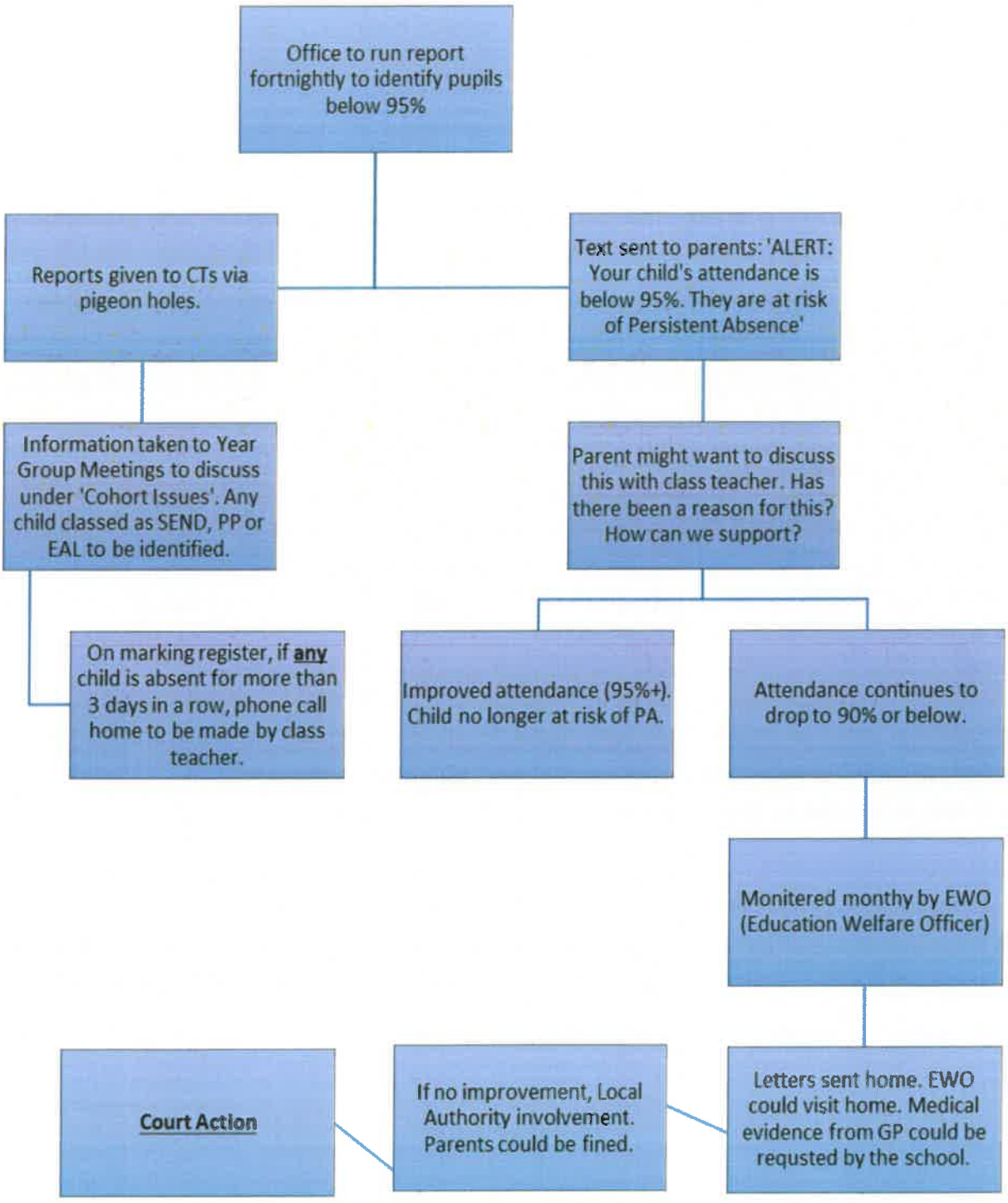
The school will:

- Use attendance data to find patterns and trends 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
- Follow above strategy (See section 7)

8. Attendance monitoring

- The school monitors and analyses attendance and absence data to identify pupils or cohorts that require support with their attendance. Please see below for more details of how the school tackles this.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms



This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the School Business Manager, Nicole Lewitt. At every review, the policy will be approved by the full governing board.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

8.1 Monitoring attendance

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

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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

The school will benchmark its attendance data at whole year, year group and cohort level against local, regional and national levels to identify levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

- The school will:
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that is has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium, lead.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

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

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

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
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.
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
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
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

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional cirucmstances
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
M	Medical/dental appointment	Pupil is at a medical or dental appointment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parents(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
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 school 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 practically 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)

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms

Y5	Criminal justice detention	Pupil is unable to attend as they are: ➢ In police detention ➢ Remanded to youth detention, awaiting trial or sentencing ➢ 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	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason for absence not yet established	Reason for absence not yet established before the register closes
U	Arrived in school after registration closed	Pupil has arrived late after 9am
O	Unauthorised absence	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
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

© The Key Support Services Ltd | For terms of use, visit thekeysupport.com/terms