



Holy Trinity Church of England Primary

Attendance Policy 2026

'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'

Each day opens up horizons of hope, aspiration and joy!



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Policy Review	01.09.2027	LAC Meeting

Attendance Policy

Rationale

Holy Trinity Church of England Primary School is committed to creating a welcoming community of faith, where pupils can learn and flourish together. Each day opens up new opportunities, a fresh start bringing horizons of hope, aspiration and joy! Our Attendance Policy is inclusive and is designed to support the way in which all members of the school can learn and flourish together; this is core to our positive approach to managing attendance. We are a caring community, whose values are built on mutual trust and respect. Our Attendance Policy is therefore designed to support the way in which all members of the school can work together to support pupil attendance. Holy Trinity Church of England Primary believes that it is essential for all pupils to attend school regularly and avoid any absence. Any loss of time at school can adversely affect a pupil's wellbeing and attainment. Valuable learning time is lost when children are absent or late. We believe that good attendance is of paramount importance in ensuring that all children have full access to the curriculum, enabling them to achieve their full potential as part of a learning community.

Aims

The school recognises that improving attendance is everyone's responsibility. Good attendance is a learned behaviour and is essential to pupils' attainment, wellbeing, wider development and future opportunities.

- Develop and maintain a whole-school culture that promotes the benefits of high attendance and punctuality
- Promote attendance from the outset and reinforce good attendance throughout each pupil's time at the school
- Ensure every pupil has access to the full-time education to which they are entitled, subject to any lawful alternative arrangement
- Build strong, respectful and trusting relationships with pupils and families
- Listen to pupils and parents, understand individual barriers to attendance and work in partnership to remove or reduce them
- Intervene early and work with the local authority, academy trust and other relevant partners where additional support is required
- Monitor attendance accurately and use attendance data to identify patterns, emerging concerns and groups requiring support
- Reduce absence, including persistent absence and severe absence
- Ensure attendance work is consistent with safeguarding duties and duties under the Equality Act 2010
- Make reasonable adjustments for disabled pupils and consider carefully the individual needs of pupils with special educational needs, medical conditions or mental health needs
- Use legal intervention only where support is not appropriate, has not succeeded or has not been engaged with, and where legal action is likely to improve attendance

Legislation & Statutory Requirements

This policy has regard to the following legislation and statutory guidance. The school will use current versions and review links at each policy review.

Working together to improve school attendance, July 2026: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Education Act 1996: <https://www.legislation.gov.uk/ukpga/1996/56/contents>

Education Act 2002: <https://www.legislation.gov.uk/ukpga/2002/32/contents>

Education and Inspections Act 2006: <https://www.legislation.gov.uk/ukpga/2006/40/contents>

School Attendance (Pupil Registration) (England) Regulations 2024:

<https://www.legislation.gov.uk/uksi/2024/208/contents>

Education (Information About Individual Pupils) (England) Regulations 2013:

<https://www.legislation.gov.uk/uksi/2013/2094/contents>

Education (Penalty Notices) (England) Regulations 2007: <https://www.legislation.gov.uk/uksi/2007/1867/contents>

Equality Act 2010: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Children missing education: <https://www.gov.uk/government/publications/children-missing-education>

Keeping children safe in education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

School attendance parental responsibility measures: <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

The school will also have regard to the local authority's current penalty-notice code of conduct and operational attendance arrangements.

Role and Responsibilities

Local Academy Council

- Ensure attendance is prioritised in the school's strategy, improvement planning, policies and allocation of resources
- Recognise attendance as a safeguarding matter as well as an educational matter
- Ensure school leaders fulfil statutory duties and have appropriate training and resources
- Review attendance data regularly, including trends among disadvantaged pupils, pupils with SEND, pupils with a social worker and other cohorts relevant to the school
- Challenge leaders about persistent and severe absence and the effectiveness of attendance interventions
- Ensure the school fulfils its duties under the Equality Act 2010, including the duty to make reasonable adjustments
- Ensure attendance objectives are considered when reviewing safeguarding, behaviour, SEND, medical-needs and supporting-pupils-with-health-needs policies
- Where applicable, work within trust-wide arrangements and ensure that the school collaborates effectively with the local authority and other partners
- Promote collaboration across trusts, schools, local-authority services and local partners so that attendance barriers are addressed strategically and consistently, including where pupils move between settings or require multi-agency support
- Hold the headteacher or principal to account for implementing this policy

The link governor or trustee responsible for attendance is the Chair of Governors and can be contacted via cofg@htceschools.co.uk.

Headteacher

- Implement this policy and maintain a whole-school culture of high attendance
- Monitor school-level absence data and report it to the governing or trust board
- Support staff in monitoring individual pupils and evaluate the impact of attendance strategies
- Appoint a senior attendance champion with sufficient authority, time and resources
- Decide whether to request or, where legally permitted, issue a penalty notice in accordance with the national framework and the local authority's code of conduct
- Ensure interventions are proportionate, take account of individual circumstances and are reviewed when they do not produce improvement
- Ensure the school works collaboratively with the local authority and other relevant services
- Recognise the local authority's strategic leadership role in attendance, including area-wide analysis, advice, targeting support, multi-disciplinary working and legal intervention where appropriate
- Ensure admission and attendance registers are maintained lawfully and required information is shared with the Department for Education and local authority

The headteacher is Marco Ramsay and can be contacted via admin@htceschools.co.uk.

Designated Senior Leader/Attendance Champion

The headteacher has appointed a senior leader as the school's senior attendance champion. This person has overall responsibility for championing and improving attendance, setting a clear vision, establishing effective systems, evaluating their effectiveness and making or recommending changes where necessary.

- Lead attendance across the school and ensure it is understood as part of safeguarding and offer a clear vision for attendance improvement
- Ensure all staff understand their role in promoting and securing attendance
- Oversee attendance data analysis and identify pupils and cohorts requiring support
- Establish effective working relationships with the local authority attendance team and other relevant partners
- Ensure pupils with complex barriers receive joined-up support
- Ensure interventions, agreed actions and outcomes are recorded, reviewed and adjusted where ineffective
- Report attendance trends, risks and the impact of interventions to the headteacher and governing or trust board
- Ensure all staff, including non-teaching staff, receive attendance training appropriate to their role and understand that absence is often a symptom of wider barriers that may require support
- 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 the Deputy Headteacher and can be contacted via email address a.bell-walker@htceschools.co.uk

Attendance Officer

- Monitor and analyse attendance data and benchmark performance to identify priorities
- Provide regular reports to staff, leaders and governors or trustees
- Maintain accurate records of contacts, support, agreed actions and outcomes
- Follow up absence promptly and escalate safeguarding concerns under the child-protection policy
- Work with the local authority attendance team and relevant external services
- Support required attendance-data returns and check the accuracy of attendance codes
- Advise the headteacher or authorised role when legal intervention may need consideration

The attendance officer is Zara Satariano and can be contacted via the School Office on 01765 602858 or email admin@htceschools.co.uk.

All Staff

All staff are responsible for promoting good attendance and punctuality, responding consistently to absence and lateness, and reporting attendance or safeguarding concerns promptly. Staff who take registers must complete them accurately at the required time using the correct attendance codes. Only authorised staff may amend a completed register.

School Admin staff

- Receive and record absence notifications and supporting information
- Make first-day contact where a reason has not been received and use all available contact details where needed
- Refer families to the appropriate pastoral or attendance lead for further support
- Maintain accurate contact information, including more than one emergency contact wherever possible

Parents and carers

- Ensure their child attends every required day or timetabled session on time
- Report an unplanned absence before 9am on the first day and each subsequent day, giving the reason and expected return date
- Provide more than one emergency contact number and promptly notify the school of changes to address, contact details or circumstances affecting attendance
- Arrange appointments outside school hours where possible and return the pupil promptly when this is not possible
- Work with the school and relevant local-authority services to address barriers, attend requested meetings and engage with support offered

- Request leave of absence in advance and understand that term-time leave is authorised only where exceptional circumstances apply
- Ensure their child attends any agreed alternative provision or other educational arrangement

Pupils

- Attend every required day or timetabled session on time
- Engage with support offered to address barriers to attendance
- Speak to a trusted member of staff if difficulties affect attendance or punctuality

Parents and pupils can expect the following from school:

- To keep regular and accurate records of attendance for all pupils, at least twice daily.
- To monitor every pupil's attendance.
- To contact parents as soon as possible (by 9.30am) on the first day of absence where no message has been received to explain the absence.
- To follow up all unexplained absences to obtain notification of the reason for the absence and the likely date of return.
- To emphasise the importance of good attendance and to celebrate this with pupils and parents.
- To reward all pupils/cohorts who achieve good attendance.
- To provide a welcoming atmosphere and safe learning environment for all pupils.
- To provide a sympathetic response to any pupil's concerns.
- To make initial enquiries of parents of pupils who are not attending regularly, express their concern and clarify the school and the Local Authority's expectations regarding regular school attendance.
- School will always have staff available to discuss any concerns and barriers that are preventing their child attending school.
- To refer irregular or concerning patterns of attendance to the Local Authority Attendance Officer.
- Where remote education is used for attendance-related reasons, treat it as a last resort after considering reasonable adjustments and other in-school support, use it only as part of a time-limited reintegration plan, keep the plan under review, and record the pupil as absent from school using the appropriate attendance code unless the pupil is attending an approved educational activity
- Work with the SENCO, designated safeguarding lead, pastoral staff, virtual school, social workers, health services and local authority where appropriate

Supporting Good Attendance

Ways for parents to encourage attendance:

- ✓ Ensure that your child has the correct uniform and equipment.
- ✓ Ensure that school uniform, including PE kit, swimming kit are ready the night before. Encourage your child to help you to do this.
- ✓ Regularly find out your child's absence and keep your own record.
- ✓ Talk regularly with your child about school and how they feel about it. Children are more likely to attend if they feel supported and parents speak positively about the school and their class teacher. If you have any concerns speak to the school about them rather than share them with your child.
- ✓ Telephone the school as soon as possible to tell them of any absence and when you expect your child to return.
- ✓ Only allow days at home for genuine illness.
- ✓ Avoid any absence from school for reasons other than your child's illness.
- ✓ Have good routines at home to ensure homework is completed and know the school day routines.

- ✓ Praise and reward good attendance: even small successes e.g. arriving at school promptly.

Other tips to help secure good attendance:

- ✓ If there is a problem with your child's attendance, talk calmly to your child and listen to the explanation.
- ✓ Talk to the school Attendance Champion to resolve issues. They may be able to help and support you and your child.
- ✓ Be particularly watchful and supportive in the run up to tests and aware of homework deadlines.



Recording attendance

Attendance register

The attendance register is a legal record. The school will record every registered pupil and take the register at the beginning of each morning session and once during the second session. 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.

- Present
- Attending an approved educational activity
- Absent and, for compulsory-school-age pupils, whether the absence is authorised or unauthorised
- Unable to attend due to an exceptional circumstance covered by the statutory codes

The register will also record the nature of an approved educational activity and the relevant circumstance where a pupil is unable to attend. See Appendix 1 for attendance codes.

An amendment will show the original entry, amended entry, reason, date, and the name and role of the person making the amendment. It will be made as soon as practicable after the correct information becomes known.

Every entry in the attendance register will be preserved for six years from the date on which it was made.

The school will share daily attendance data with the Department for Education where required and will provide attendance information to the local authority or other bodies where required or permitted by law. Attendance data shared externally will be accurate, timely and handled in accordance with data-protection requirements.

Reception to Key stage 1

Main gates open at 8.30am

Classroom doors open at 8.40am

Registration begins at 8.50am

Doors close at 8.55am – pupils will be marked as Late after this time.

Key Stage 2

Main gates open at 8.30am

Classroom doors open at 8.45am

Registration begins at 8.55am

Doors close at 9am – pupils will be marked as Late after this time.

School leaders will ensure day-to-day registration practice is clear to all staff, consistently applied and reflected in the management information system. Any alternative provision, part-time timetable, intervention, flexi-schooling agreement or phased return arrangement must make clear when the pupil is expected to attend, where they are expected to attend, who is responsible for confirming attendance and which code should be used for each session.

Unplanned absence

A parent or carer must notify the school of the reason on the first day by 9am, or as soon as practicable, by telephoning 01765 602858 and selecting option 1, and continue to update the school on each subsequent day.

Illness will normally be authorised. The school will not routinely require medical evidence. Evidence may be requested where there is genuine and reasonable doubt or clarification is reasonably required to understand and support the pupil. The school will consider the family's circumstances and avoid unnecessary burdens on parents or health services. If the school is not satisfied with the reason, the absence may be unauthorised and the parent will be informed.

Where absence is illness-related, the school will focus on understanding the pupil's needs and securing suitable support. Reasonable medical or other evidence may be requested where absence is prolonged, repeated, complex, where there is genuine and reasonable doubt about the authenticity of the illness, or where evidence would help the school identify appropriate provision, support, reasonable adjustments or reintegration arrangements

Planned absence

Medical or dental appointments will be authorised where the school is notified in advance and the appointment cannot reasonably be arranged outside school hours. The pupil should miss the minimum necessary time. Other term-time absence must be requested as far in advance as possible using the school's term time absence form. Only the headteacher, or a person authorised by the headteacher, may grant leave. Retrospective approval will not normally be given unless an advance application was impossible. See section 4.

Lateness and Punctuality

- Arrival after the session begins but before the register closes will be recorded as late using code L
- Arrival after the register closes will normally be recorded using code U, where the pupil did not attend another approved educational activity, and no other code applies
- Code U is determined by the published register-closing time, not solely because 30 minutes have elapsed

Following up unexplained absence

- Contact the parent or carer on the first day as soon as practicable and use all available contact details if the first attempt is unsuccessful
- Consider information held about vulnerability and decide whether additional safeguarding action is required
- Establish whether the absence is authorised and enter the correct code as soon as the reason is known
- Continue contact on each day of unexplained absence and keep actions under review
- Follow the child-protection policy where the pupil's whereabouts or welfare cannot be established. Proportionate action may include contacting professionals, an authorised home visit, requesting a welfare check, or contacting children's social care or the police

Repeated, prolonged or unexplained absence may indicate abuse, neglect, exploitation, criminal exploitation, mental ill health, unmet special educational needs or a child missing education. Attendance concerns will not be considered in isolation from safeguarding.

Where a pupil has a social worker, youth offending team worker or other allocated professional, the school will share attendance concerns early and work jointly with that professional to understand barriers, assess risk and agree coordinated support.

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.

Codes must reflect the facts of each session and statutory definitions. Code C must not be treated as a blanket flexi-schooling code. 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. 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 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.

Reporting to parents and carers

The school will regularly inform parents about their child's attendance and absence levels by:

- Encouraging parents to monitor their child's attendance via the Arbor Parent app
- School will send out termly attendance letters to parents whose pupil's attendance is below 95% or has been persistently late.
- School will send out termly attendance letters to recognise improved attendance
- Attendance will be included in parent consultation meetings and school reports

Authorised and unauthorised absence

Leave of absence during term time

The Headteacher 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.

We define 'exceptional circumstances' as bereavement and/or redeployment of a service parent.

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 10 days before the absence, and in accordance with any leave of absence request form, accessible via the school website or from the school office. The headteacher may require evidence to support any request for a leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Exceptional family circumstances (e.g. bereavement)
- Approved sporting or musical activity/competition/examination
- Fixed term exclusion

The school acknowledges that most children will have some unavoidable absence because of illness. It is important that children are not sent to school when they are unwell. It is especially important in the event of a stomach upset that the child has at least 48 hours clear at home after the last episode of vomiting or diarrhoea.

Long-term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Unauthorised absence and term-time holidays

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.

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. The school will have regard to the national framework and the local authority code of conduct.

The threshold triggers consideration, not automatic issue. 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.

Prolonged or unexplained absence

Parents must provide a temporary address and reliable contact information when a pupil will be away from the home address. Providing an address does not authorise absence. The school will make reasonable enquiries where a pupil is absent for a prolonged period, does not return when expected or appears to have moved. It will work with the local authority under children-missing-education procedures and will not remove a pupil from the admission register unless a statutory ground is met and required enquiries and notifications are complete.

Admission register corrections, no fixed abode and reasonable distance

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. 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, including Ground G, 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.

Legal intervention

The school and local authority will use the full range of attendance interventions rather than relying solely on penalty notices or prosecution. Legal intervention will be considered individually, having regard to the pupil's circumstances, support offered, engagement, the local authority code of conduct and the likelihood of improving attendance.

- The first penalty notice issued to a parent for a particular pupil is £160, reduced to £80 if paid within 21 days
- A second notice to the same parent for the same pupil within three years is £160, payable within 28 days, with no reduced rate
- A third notice cannot be issued to the same parent for the same pupil within three years of the first. If the threshold is met again, the local authority will consider other enforcement action, which may include prosecution

A Notice to Improve will normally be considered where support is appropriate and there is a reasonable prospect that a formal warning will improve attendance. It is not required in every case, including where support would not be appropriate.

Persistent and severe absence

A pupil is persistently absent where they miss 10% or more of sessions they could attend, whether authorised or unauthorised. A pupil is severely absent where they miss 50% or more of sessions they could attend. Severely absent pupils will receive especially intensive and coordinated support. The school will work with the local authority and relevant services to agree a joint approach and avoid fragmented or duplicated intervention.

Support and escalation

1. Expecting: set and communicate high, consistent expectations
2. Monitoring: use accurate data to identify emerging concerns
3. Listening and understanding: meet pupils and parents to understand barriers
4. Facilitating support: agree practical actions and involve appropriate services
5. Formalising support: use a written attendance agreement or other formal plan where voluntary support has not secured improvement
6. Enforcing: consider legal intervention where support is not appropriate, has failed or has not been engaged with

Where support is unsuccessful, the school and partners will review why, adapt the intervention and continue to seek workable solutions. Refusal of one form of support will not automatically mean that all support options are exhausted.

For pupils with a social worker, youth offending team worker, who are looked-after or previously looked-after, or who are young carers, the school will consider whether attendance barriers are linked to safeguarding, caring responsibilities, unmet needs, family circumstances or wider vulnerability. Support will be coordinated with the relevant professionals and reviewed regularly.

The school will avoid approaches that stigmatise pupils or families. Communications about low attendance will be factual, proportionate and supportive, while making clear the legal responsibilities of parents and the school's escalation process where attendance does not improve.

Monitoring attendance

Attendance will be monitored frequently enough to support prompt action. Daily information will identify unexplained absence and emerging concerns; regular strategic analysis will examine school, individual and cohort patterns. The school will benchmark appropriately and share analysis with the governing or trust board.

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.

Benchmarking will compare the school's attendance, persistent absence and severe absence with appropriate national, local-authority, trust and similar-school data where available. Leaders will use benchmarking to identify strengths, priorities and outliers, but will not allow headline comparisons to replace pupil-level analysis of barriers, context and support needs.

Analysing attendance

- Identify historical, current and emerging patterns at school, group and pupil level
- Provide useful attendance information to teachers, tutors, pastoral staff and leaders to support discussions with pupils and families
- Set appropriate priorities and target support where it is most needed
- Monitor and evaluate interventions, modifying them when they do not improve attendance
- Report overall absence, persistent and severe absence, punctuality, group comparisons, emerging risks, safeguarding implications and intervention impact

Monitoring arrangements

This policy will be reviewed at least annually and whenever relevant legislation or statutory guidance changes. It will be reviewed by the Senior attendance champion/Deputy Headteacher and approved in accordance with the school's governance arrangements.

The governing or trust board will receive regular attendance reports with enough analysis to challenge leaders and assess strategy. Reports will include overall absence, persistent and severe absence, punctuality, relevant group comparisons, emerging patterns, safeguarding implications and the effectiveness of interventions.

Related policies and procedures

- Child protection and safeguarding policy
- Behaviour policy
- Admissions policy
- Children missing education procedures
- SEND policy and SEN information report
- Supporting pupils with medical conditions policy
- Mental health and wellbeing policy, where applicable
- Suspension and permanent exclusion policy
- Alternative provision policy
- Equality information and objectives
- Remote education policy, where applicable

Appendix 1: attendance codes

The following registration is effective from the 19th of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration
\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed
B	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	The pupil is attending a session at another setting where they are also registered
P	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	The pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
C2	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable

E	Suspended or permanently excluded	The pupil has been suspended or permanently 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	The school has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	The 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	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of travel arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing

Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	The 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	The school is not satisfied with the reason for the pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
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