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King's Academy College Park

Attendance Policy

Introduction

A good education is vital for children and young people, and regular attendance at school is essential for a child to reach their full educational potential. We are committed to providing an education of the highest quality for all of our pupils, and endeavour to provide an environment where all pupils feel valued and welcome.

Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Aims

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

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:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) 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





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- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. The governing board is also responsible for sharing effective practice on attendance management and improvement across schools.

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
- Issuing fixed-penalty notices, where necessary, and/or authorising the Education Welfare Officer to be able to do so

The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- 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





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- 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 Mrs Carlyle and can be contacted via 02392 663645 / contact.cp@kingsacademies.uk (subject FAO: Mrs Carlyle)

The Education Welfare Officer

The Education Welfare officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the leadership team
- Arranges calls and meetings with parents to discuss attendance issues
- Supports parents and pupils through the use of attendance contracts for pupils with persistent absence, or lateness, affecting their attendance.
- Advising the headteacher when to issue fixed-penalty notices.

The Education Welfare Officer is Miss Lynch and can be contacted via 02392 663645 / contact.cp@kingsacademies.uk (subject FAO: EWO)

Class teachers

Class teachers are responsible for:

- recording attendance on a daily basis onto Study Bugs.
- Ensuring that all students are registered accurately.
- Promoting good attendance with pupils at all opportunities.
- Liaising with the Education Welfare Officer on matters of attendance and punctuality.
- Communicating any concerns or underlying problems that may account for a child's absence.
- Supporting pupils to engage with their learning once they are back in school.

School admin staff

School admin staff are expected to take calls from parents about absence, record it on the school system and monitor Study Bugs. Staff will transfer calls from parents/carers to the head of year/pastoral team/ education welfare officer where appropriate, in order to provide them with more detailed support on attendance.

Parents/carers





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Ensuring your child's regular attendance at school is a parent/ carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/ carer's will:

- Inform the school on the first day of absence.
- Continue to inform the school for subsequent days of absence.
- Discuss with the class teacher any planned absences in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by telephone or studybugs message on the first and subsequent days of absence, or by letter or in person if a phone is unavailable before 08:30am.
- Avoid taking their child out of school for non-urgent medical or dental appointments. We also ask that parents try to keep appointments outside of school hours where possible.
- Only request leave of absence if it is for an exceptional circumstance.
- Seek support, where necessary, for maintaining good attendance, by contacting the appropriate persons (education welfare officer / pastoral team / head of year).

Pupils

Pupils are expected to:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Take responsibility for registering at the reception desk if they are late, or are leaving the school site during school hours (e.g. for a medical appointment).

Recording attendance

Attendance register

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

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

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances





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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

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Procedures

	Infant School	Junior School
School gates open at	8.30am	8.30am
Doors open at	8.35am	8.30am
Doors and gates close	8.45am - 8.55am	8.45am - 8.50am
Any children arriving after this time will need to enter via the main school office on Crofton Road and will be marked as late.		
Registers close	9.10am	9.05am
Any pupils arriving after this time will be given an unauthorised absence mark.		

Unplanned absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible using the Study Bugs app where possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 3 days, the school will ask for medical evidence, or may conduct a home visit. Medical evidence will not be asked for unnecessarily.

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.





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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.

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start child missing in education procedures. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family, or a home welfare visit conducted by the Education Welfare Officer with another member of staff.

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. Evidence will be required for appointments with short notice. This could include a text message showing confirmation of the appointment time.

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.

Lateness and punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

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

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any term time period, the school will refer to Portsmouth City Council who may be required to issue parents with a Penalty Notice.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies. If one is available, the school will place a child into the after-school club and provide the parent/carer with the bill.

Following up absence





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Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by either a phone call or contact on Study Bugs
- Ensure proper safeguarding action is taken where necessary (this may include a home visit)
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention

Reporting to parents

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)

The school will report to parents on their child's attendance annually in the written end-of-year report.

You will also receive communication when if your child's attendance falls below expectations, so that we are able to support you in ensuring good attendance continues.

Your child's attendance percentage will be included in absence message on Studybugs

Authorised and Unauthorised Absences

One of the most important ways a parent can support the education of their child and the child's social, emotional and academic development is to ensure they attend every day and on time and avoid any unauthorised absences.

The Education Act 1996 section 444(A) requires parents to ensure their children of compulsory school age receive efficient full-time education. The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

Ten days' absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

Continued or ongoing absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Persistent absence is defined as a child whose attendance is below





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90% (or when overall absence equates to 10% or more of their possible sessions).

Severe absence is defined as a child whose attendance is below 50 % (or when overall absence equates to 50% or more of their possible sessions).

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 [2024 school attendance regulations](#). 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 authorised to be absent for.

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 purposes 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.

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

Valid reasons for **authorised absence** include:

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Any absence not approved by the headteacher is an unauthorised absence. If term time leave is taken without prior permission from the school, the absence will be unauthorised, and if the number of





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sessions absent hits the threshold set by Portsmouth City Council, parents/ carer's will be issued with a fixed-penalty notice, or other legal action. Please be aware than illness that is reported on either side of a leave of absence will be unauthorised unless medical evidence is provided.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

Holidays

In total there are 175 non-school days a year.

This gives families the opportunity to: Spend time together, go on family visits and days out, go on holiday, go shopping, attend routine appointments.

If your child has a holiday of 1 week during term time and 10 days of illness, they would miss 75 hours of education in an academic year. If this pattern were to be repeated throughout your child's school life, they would miss almost a year of their education.

Children who go on holiday for a week during the term, may miss out on more than one week of work. Before they go on holiday, they can be distracted and afterwards they may not be able to access learning because they have missed out on part of their learning journey.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

Legal Sanctions

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised 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 a penalty notice inappropriate

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.





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The payment must be made directly to the local authority, regardless of who issues the notice. 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 first penalty notice, the 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 time 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.

Penalty Notices for Non-Attendance

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

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 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

Legal measures for tackling persistent absence or lateness





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Portsmouth schools and Portsmouth City Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1- the child or family do not require the support from any agency to improve the attendance
- 2- the child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The Local Authority never takes such action lightly and would far rather that parents work with schools to improve attendance without the Local Authority having to resort to enforcement action. However, attendance is of such importance to all of us, that the Local Authority will take necessary action to secure a child's education.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences, additional legal action will be taken.

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best discussed with the school. If a child is reluctant to attend, it is important to not cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons. It is important that we identify the reason(s) and work together to tackle the problem. In some cases you may find it useful to discuss the circumstances of your child's difficulties with another professional.

Absence through child participation in public performances, including theatre, film, or television work and modelling

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence.

It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C on the register, an authorised absence.

Absence through competing at regional, county or national level for sport

Parents of children can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Attendance monitoring

Monitoring attendance





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The school will:

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

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.

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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

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

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
- Hold meetings with the Portsmouth City Council school attendance team with parents of pupils who have not engaged with support offered

The senior leadership team and the Education Welfare Officer at our school monitor pupil absence on a weekly basis.

A pupil's parent/carer is expected to notify the school via StudyBugs in the morning if their child is going to be absent due to ill health. Notification is expected for each subsequent day of absence.

Absenteeism is dealt with on a scaled system:

	Number of days absent by the end of the year	Number of lessons missed	Absence percentage	Overall attendance percentage
Green	10	50	5%	95%





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Amber	20	100	10%	90%
Red	30	150	15%	85%

Green level: Any student falling below 95% as this equates to 10 missed sessions.

Parents will receive a letter reminding them of their statutory responsibility and providing them with the opportunity to get in touch to discuss any attendance issues they have by contacting the EWO. Letter reminds parents that illnesses over 5 days not authorised unless satisfactory info has been shared (and evidence seen).

Amber level: Any student falling below 90% as this equates to 20 missed sessions.

Parents will receive another letter asking them to get in touch with the EWO (face to face or telephone) to discuss further issues and school concerns around attendance. If absence is medical related, evidence will be required. If holiday related, parents will be referred onward for fining. Made clear that it is expected that attendance will improve from this point. The EWO will attempt to work with parents of pupils who have reached 90% attendance through the use of an attendance contract to support with increasing attendance again.

Red level: Any student falling below 85%, 30 sessions missed.

Initially parents will be asked to be part of an attendance contract in which they will have a specified amount of time to improve attendance. This will be discussed during a meeting with EWO and a member of SLT. Meeting provides opportunity for referrals to external agencies if needed. If no improvement after the time specified, parents will be referred to fining via appropriate PCC avenue (CME, SAPS or LOAFs). Meetings may also take place between the EWO, Portsmouth City Council School Attendance Team, and parents/ carers.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

Strategies for promoting attendance

Good attendance will be celebrated in assemblies. Certificates will also be presented for the following; 100% half term attendance, excellent attendance (97%+), weekly class winner for the year group.

Attendance contracts or personal attendance plans may be used when attendance has fallen in order to support families with improving attendance. Personal attendance plans include incentives such as stickers towards a final reward.

Supporting pupils who are absent or returning to school

Where a pupil has an education health and care (EHC) plan 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.

Monitoring arrangements





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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. 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 school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

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

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Useful Links:

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance/>

<https://what0-18.nhs.uk/professionals/school-childcare-staff/should-child-go-schoolnursery-today>

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Appendix 1: Attendance Codes





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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





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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





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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: <ul style="list-style-type: none"> ● 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





Sept 2024

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

