

2026-2028

Our Community Multi Academy Trust

CEO – David Whitehead



Attendance Policy

Approved by	CEO (David Whitehead) Version effective from September 2026. <i>Pending formal governance approval at the next Trust Board/Standards Committee cycle.</i>
Version	1.3.3
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Approved on	September 2026
New Review Date	September 2027

Policy statement

Our Community Multi Academy Trust is committed to ensuring that every pupil has access to a full-time, suitable education and is supported to attend school regularly, punctually and successfully. Good attendance is central to pupils' educational progress, wellbeing, safeguarding and inclusion.

This Attendance Policy sets out the Trust's expectations, procedures and legal responsibilities in relation to school attendance. It is intended to provide a clear framework for schools, parents/carers, governors and trustees so that attendance concerns are identified early, barriers are addressed promptly and support is put in place wherever needed.

The Trust recognises that poor attendance can be both a cause and a symptom of wider need. Schools will therefore take a support-first approach, working in partnership with pupils, families and relevant professionals to improve attendance, while also using formal attendance intervention and legal measures where necessary and proportionate.

This policy applies to all schools within Our Community Multi Academy Trust.

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1. Aims

Our Community Multi Academy Trust and Lydd Primary School are committed to ensuring that all pupils attend school regularly, punctually and are able to access the full-time education to which they are entitled.

Regular attendance is essential to children’s educational progress, wellbeing, safeguarding and inclusion. We believe that promoting excellent attendance is the responsibility of the whole school community, including pupils, parents/carers, school staff, school leaders, governors and trustees.

This policy aims to:

- promote good attendance and punctuality for all pupils
- reduce absence, including persistent absence and severe absence
- ensure that attendance concerns are identified early and acted upon promptly
- work in partnership with pupils, parents/carers and other agencies to remove barriers to attendance
- ensure that attendance procedures are applied consistently, fairly and lawfully
- support pupils who face barriers to attendance, including those linked to SEND, medical needs, mental health, safeguarding or family circumstances
- set out the school’s expectations, procedures and legal responsibilities in relation to attendance.

The Trust and its schools will take a support-first approach to attendance wherever possible. We recognise that poor attendance can be both a cause and a symptom of wider need. Schools will therefore work with pupils and families to understand and address barriers to attendance, while also using formal attendance intervention and legal measures where necessary and proportionate.

2. Legislation and guidance

This policy is based on the Department for Education’s statutory guidance [Working together to improve school attendance](#) (applies from 19 August 2024, as updated from time to time) and the current framework for school attendance parental responsibility measures.

It is also based on, and should be read alongside, relevant legislation and guidance including:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- the current framework for penalty notices, notices to improve and other attendance legal intervention [Education Penalty Notices](#)
- [Keeping Children Safe in Education](#)
- Children Missing Education guidance [Children Missing Education Guidance](#)
- [Mental health issues affecting a pupil’s attendance: guidance for schools](#)
- relevant school census guidance and attendance data collection requirements
- the [Equality Act 2010](#)

3. Roles and Responsibilities

The Headteacher

The designated senior leader responsible for attendance is The Headteacher/Head of School and can be contacted through the school office.

The Headteacher is responsible for ensuring this policy is implemented consistently across the school and for monitoring school-level absence data and reporting it to governors / trustees as required.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and, where appropriate, authorises or requests attendance legal intervention in line with statutory guidance and local authority procedures.

The school office staff

Office staff are expected to check absence lines, emails and take calls from parents about absence and record it on the school system.

Office staff are responsible for:

- monitoring attendance data at school and individual pupil level and ensuring attendance and lateness records are up to date
- ensuring the attendance register is updated accurately and promptly
- contacting parents/carers when absence has not been reported in line with school procedures
- following this policy to ensure consistent implementation
- reporting concerns about attendance to the Family Liaison Officer and/or the Trust Attendance Officer

- sending and maintaining attendance correspondence and records
- escalating concerns where the reason for absence is unclear, where no contact can be made, or where safeguarding concerns arise.

If no reason for absence has been provided by **9.30am**, parents/carers will normally be contacted on the first day of absence.

Family Liaison Officer

The Family Liaison Officer will support families to identify issues around poor attendance and barriers to attendance. This may include:

- arranging calls and meetings with parents/carers to discuss attendance concerns
- helping to identify and address barriers to attendance
- drawing up attendance support plans / attendance contracts where required
- liaising with school leaders, the Trust Attendance Officer and other professionals where appropriate
- supporting reintegration and targeted intervention for pupils with emerging attendance concerns.

Class Teachers

Class teachers are responsible for recording attendance daily in line with school procedures.

Class teachers are also responsible for:

- raising concerns about patterns of absence or lateness with the Family Liaison Officer and/or Trust Attendance Officer
- working with parents/carers and school leaders to support improved attendance for identified pupils
- reporting concerns on the school safeguarding system where attendance issues are considered to present a safeguarding concern
- supporting reintegration and classroom-based attendance support where appropriate.

Trust Attendance & Systems Officer

The Headteacher and the school has access to the support of the Trust Attendance & Systems Officer who will:

- lead, monitor and drive improvements in attendance across all Trust schools, working in partnership with school leaders to support, challenge and hold schools to account for attendance performance against Trust expectations
- Monitor attendance data at Trust, school and individual pupil level, using attendance information to identify trends, priority cohorts and pupils at risk of persistent or severe absence
- provide support, advice and guidance to Headteachers, Family Liaison Officers and school office staff on attendance matters, statutory attendance requirements and effective attendance practice
- Work with school leaders to develop, implement and review attendance improvement actions and strategies, particularly where attendance, persistent absence or severe absence is below Trust expectations and monitor the impact of actions taken
- Support schools in addressing persistent and severe absence, providing advice and guidance on higher-level or complex attendance concerns and working alongside school-based staff and other relevant professionals where appropriate
- Support schools and families where attendance concerns require a higher level of intervention, working collaboratively with relevant professionals and agencies where appropriate

- Advise Headteachers on attendance legal intervention, including Notices to Improve, penalty notices and other appropriate statutory measures, and undertake delegated responsibilities for the issuing of penalty notices.
- Provides data and reports to the CEO and for governor meetings
- Support the consistent implementation of the Trust Attendance Policy, procedures and systems across all Trust schools and identify areas where further training, guidance or intervention may be required.

Parental Responsibility

Parents/carers have a legal duty to ensure that their child receives a suitable full-time education and attends school regularly if they are of compulsory school age.

Parents/carers are expected to:

- ensure their child attends school regularly and arrives on time
- contact the school on the first day of absence and provide the reason for absence This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known.
- keep the school updated where absence continues
- work in partnership with the school to address barriers to attendance
- attend meetings and engage with support offered where attendance is a concern
- avoid taking holidays or other leave during term time unless the absence has been authorised.

Regular attendance is essential to a child's educational progress, wellbeing and safeguarding. Poor attendance can have a negative impact on attainment, progress and overall wellbeing.

4. School Procedures

Attendance register

By law, schools are required to keep an attendance register. We will keep an electronic attendance register, and place all pupils on this register.

The attendance register will be taken at the start of the first session of each school day at **8: 50 am** and once during the second session at **1:10pm** It will record whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances or another statutory reason.

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

The school will preserve every entry in the attendance register and admission register for 6 years from the date the data was entered, in accordance with statutory requirements.

See appendix 1 for the DfE attendance codes.

Unplanned Absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **9.30am** or as soon as reasonably practicable, by leaving a message on the school absence line or speaking to the school office.

Parents/carers should provide the reason for absence and, where possible, enough detail to enable the school to determine the appropriate attendance code and consider any safeguarding issues. Where the reason given is unclear or too general, the school will make further enquiries before deciding whether the absence should be authorised.

Parents/carers should keep the school updated where absence continues and inform the school when their child is expected to return.

Where a child is absent for 10 sessions (5 school days) due to illness, medical evidence may be requested. This may include, for example, an appointment card, prescription, discharge letter or other suitable evidence. The school will not request medical evidence unnecessarily but may do so where there is a genuine concern about the authenticity or pattern of illness absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness or insufficient information to support the absence code.

If the school is not satisfied about the authenticity of the illness, or cannot establish a satisfactory reason for absence, the absence may be recorded as unauthorised in line with DfE attendance coding guidance.

If no reason for absence has been provided by **9.30am**, parents/carers will be contacted on the first day of absence.

Medical or dental appointments

Missing registration for a medical or dental appointment will usually be counted as an authorised absence, provided the school has been given advance notice and, where requested, evidence of the appointment.

We encourage parents/carers to make medical and dental appointments outside school hours wherever possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Advance notification of appointments should be made to the office only, either by telephone or email.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

Punctuality

Pupils are expected to arrive by **8:50am**. All pupils that arrive late must report, with their parent/carer to the school office where the reason for lateness is recorded.

- Arriving late can affect a child's progress and disrupt the learning of others. Pupils must not only attend school regularly but must also arrive on time.

To reduce congestion at the beginning of the school day and help all our children arrive on time, we do open our school gates at **8:40am** and gates are closed **at 8:55 (when lessons begin)**.

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Lateness and punctuality

At **Lydd Primary** the register is taken at **8:50am** and KS2 1:10pm – KS1 12:50pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded:

- A pupil who arrives late but before the register has closed will be marked as late, using the code (L).
- A pupil who arrives after the register has closed will be marked as absent, using the code (U).

Frequent lateness will be discussed with parents/carers and may result in attendance support, meetings, attendance contracts and, where appropriate, attendance legal intervention.

Following up absence

The school will follow up absences to:

- ascertain the reason for the absence
- ensure proper safeguarding action is taken where necessary
- identify whether the absence is authorised or unauthorised
- ensure the correct attendance code is used
- identify patterns of absence or barriers to attendance that require support or intervention.

If no contact has been received by **9.30am** on the first day of absence, a first day calling system will be used. This will include contacting all available emergency contacts.

If the school remains unable to establish the reason for absence or the pupil's whereabouts, the matter will be escalated in line with safeguarding procedures. This may include welfare checks / home visits where proportionate and appropriate, and referral to the local authority, police or other agencies where safeguarding concerns require it.

Reporting to Parents

Parents/carers are informed of their child's attendance figure through school reports (seasonally). Live attendance information is also available through the Arbor App.

Part-time timetables / reduced timetables

The school expects pupils to attend full-time unless a statutory exception applies.

A reduced or part-time timetable will only be used in exceptional circumstances where it is in the pupil's best interests, is time-limited and forms part of a wider support, health or reintegration plan. It will not be used as a long-term solution or as a substitute for appropriate support.

Before a reduced timetable is put in place, the school will:

- consider the pupil's needs and the reasons why the arrangement is proposed
- discuss the arrangement with parents/carers and, where appropriate, the pupil
- set out the arrangement in writing, including the start date, review dates, expected end date and support to be provided
- consider safeguarding implications, educational impact, SEND implications and equality duties
- involve relevant professionals and the local authority where appropriate, including where the pupil has an EHCP or a social worker.

Reduced timetables will be reviewed regularly and ended as soon as full-time attendance can reasonably be resumed. Attendance will be recorded using the appropriate attendance code.

5. Authorised and Unauthorised absence

Granting approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if the request meets one of the grounds permitted by the relevant attendance regulations. These include:

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

In the case of leave requested due to exceptional circumstances, each application will be considered on its individual merits. The school may take account of:

- the specific facts and evidence provided
- whether the event or circumstance is rare, unavoidable, significant and short
- whether it could reasonably be arranged outside term time
- the pupil's previous attendance record

Examples may include serious family bereavement, a close family funeral, or another significant and time-limited event where there is a compelling reason it cannot be arranged outside school holidays. Any examples are illustrative rather than exhaustive.

If a parent/carer needs to discuss exceptional circumstances in relation to an application for leave, this should be done at least two weeks in advance, where possible, directly with the school and in accordance with local school procedures. The school will consider the circumstances through its usual attendance processes. A record of any conversations will be kept, and any decision regarding whether the absence is authorised will be made by the Headteacher. The Trust Attendance & Systems Officer may provide additional support, advice or challenge where escalation or Trust-level involvement is required.

Leave of absence is **not** an automatic right. Each case will be judged on its own merits and the Headteacher's decision is final. Once a decision has been made not to authorise leave, it can not be authorised retrospectively.

Where leave is not authorised and the pupil is absent, the absence will be recorded as unauthorised and the school may consider requesting a penalty notice or other attendance legal intervention in line with the local authority code of conduct.

The Headteacher is responsible for determining whether an absence is authorised. Where the criteria for legal intervention are met, the Trust Attendance & Systems Officer will advise the Headteacher and undertake any delegated Trust responsibilities relating to penalty notice requests/issuance in accordance with statutory guidance and the local authority code of conduct.

Other authorised absences such as illness and medical / dental appointments are explained earlier in this policy.

Unauthorised absence

Examples of reasons for absence that are likely to be unauthorised include:

absence where no satisfactory reason has been provided, or where the school is not satisfied that the reason given falls within the authorised absence categories

- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- absence of siblings because one child is ill
- medical / dental appointments where the pupil is absent for longer than necessary without good reason
- birthdays or other avoidable social occasions
- Shopping trips
- holidays or other leave in term time that have not been authorised.

Where attendance is poor the following action may be taken with parents/carers:

- Contact by phone or Arbor with Family Liaison Officer
- Contact via letter
- Meeting with Family Liaison Officer and Trust Attendance Officer (may be via TEAMS),
- Meeting with Headteacher or other senior leader
- review of the case with the Trust Attendance Officer before any decision to refer to the local authority attendance service or request attendance legal intervention.

Children Missing from Education (CME)

No child will be removed from the school roll unless a lawful ground applies under the relevant pupil registration regulations and the school has followed all required procedures.

Where a child may be missing from education, local authority guidance and statutory procedures will be followed, including where:

- the whereabouts of the child are unknown and the school has failed to locate them
- the family has notified the school that they are leaving the area but no onward school place has been confirmed
- there are concerns that the child may have left the school roll without a lawful destination.

The school will make all required notifications to the local authority in line with children missing education and pupil registration requirements.

6. Sanctions / attendance legal intervention

Lydd Primary will make use of the full range of potential attendance interventions to tackle poor attendance where appropriate. Decisions will be made on an individual, case-by-case basis.

The school will normally adopt a support-first approach to attendance concerns. Before requesting legal intervention, the school will seek to understand barriers to attendance, work with the pupil and family, and offer support proportionate to the circumstances, unless another course of action is more appropriate.

Legal intervention will be considered in line with statutory guidance and the local authority code of conduct.

Penalty notices

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.

Before requesting 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

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).

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.

Payment must be made directly to the local authority, regardless of who issues the notice. If payment has not been made within the required timescale, the local authority may 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.

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 use or request a notice to improve to give parents a final chance to engage with support before a penalty notice is considered.

Notices to improve will be used in line with the processes set out in the local authority code of conduct and will include:

- Details of the pupil's attendance record and the relevant 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

7. Strategies for Promoting Attendance / support for attendance

Pupils with barriers to attendance

We understand that there are a number of complex barriers faced by some pupils when it comes to school attendance. These may include physical ill health, mental health difficulties, SEND, neurodivergence, bereavement, family difficulties, safeguarding concerns, bullying, transport issues or other vulnerabilities.

This policy applies to all pupils regardless of attendance percentage, but schools will be particularly mindful of pupils whose attendance concerns may be linked to wider need. Attendance concerns will be considered alongside safeguarding, pastoral, SEND and wellbeing information.

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 are related to the pupil's needs, the school will inform the local authority as appropriate.

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

Some pupils will have experienced lengthy or unavoidable absences from school. When this is the case, we will work to re-integrate them with the input of all stakeholders.

The process will usually begin with a meeting involving the child, parents/carers and key school representatives to formulate a reintegration plan. This will be reviewed as frequently as required.

Actions on the plan may include, but are not limited to:

- an alternative working environment where appropriate
- a reduced timetable / phased return
- catch-up work
- internal support such as peer mentoring or pastoral support
- external support where necessary
- reasonable adjustments to support attendance and engagement.

8. Attendance monitoring

The school can call on the support of the Trust Attendance Officer, who along with the Headteacher, monitors pupil attendance regularly to identify patterns, trends and pupils who may require support or intervention.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health

The school may monitor and intervene where attendance falls below agreed thresholds. These thresholds are intended to support early identification and intervention and do not prevent the school from acting sooner where there are safeguarding or welfare concerns.

For example:

- **Below 95%** – attendance monitored and reviewed
- **93%–90%** – letter sent home and follow-up contact from the Family Liaison Officer
- **Below 90%** – further letters, support meetings and attendance contracts with the Family Liaison Officer and then with the Trust Attendance Officer if required.

If, after contact with parents/carers, a pupil's absence continues to rise, the school will follow the steps described earlier in this policy.

Persistent absence and severe absence

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 persistently absent.

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 identify patterns and trends of persistent and severe absence
- consider potential safeguarding issues and, where suspected or present, address them in line with [Keeping Children Safe in Education](#)
- hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - discuss attendance and engagement at school
 - listen to and understand barriers to attendance

- explain the support available
- explain the potential consequences of persistent or severe absence, including attendance legal intervention where appropriate
- review any existing actions or interventions
- provide access to wider support services to remove barriers to attendance, in conjunction with the local authority where relevant
- consider alternative support that could be put in place to remove barriers to attendance and re-engage these pupils
- implement attendance legal intervention where necessary.

DfE Attendance Monitoring / attendance data

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

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors.

As a school, we collect attendance data on our management information system, Arbor. As per legal requirements, this data is shared with the local authority and nationally. Internally, we check this data on a weekly basis to look for patterns of absence across the school and at an individual level with a particular focus on those pupils in danger of being classed as PA.

Attendance to be reviewed regularly at pupil, group, school and Trust level to identify patterns, emerging concerns and pupils at risk of persistent or severe absence. Particular consideration will be given to pupils whose attendance may be affected by vulnerability, disadvantage, SEND, safeguarding concerns or other barriers. Identified pupils will be discussed through appropriate school and Trust processes so that support, challenge and intervention can be coordinated and its impact reviewed.

This overall data is also shared with our Governors and the Trust Board of Directors to ensure the school are keeping PA to its lowest levels. Attendance of pupils that have a history of poor attendance, who are in receipt of free school meals or are vulnerable, are a focus of this monitoring. From this the school keeps a record of identified children on Arbor.

The identified children are the focus of action and intervention and are discussed with meetings with our Family Liaison Officer, Trust Attendance Officer and Trust Safeguarding Lead. These identified children become a continued focus to ensure improvement. The school are committed to working with parents to help solve attendance issues and ensure regular attendance. As parents/carers have accepted a place at our school, it is an expectation that parents/carers will be committed to ensure attendance is as high as possible and pupils are always punctual.

9. Links with other policies

Policy and guidance links

This policy is linked to:

- Our Community Multi Academy Trust **Safeguarding / Child Protection Policy**

Appendix 1: Attendance codes

The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Code	Definition	Scenario
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	Code Y7 should only be used for emergency situations or school-led staggered starts, with the specific reason recorded
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered

Code	Definition	Scenario
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays