Little Ealing
PRIMARY SCHOOL

Policy	**Attendance**
Last amendment date	**October 2026**
Renewal cycle	**Annual**
RENEWAL DATE	**October 2027**

Purpose and Aims

Little Ealing Primary expects the highest attendance and punctuality from all pupils at all times. We support pupils and their families to ensure excellent attendance. Little Ealing Primary School has a target of at least 97% attendance.

Attendance is a critical aspect of a pupil's educational journey, contributing significantly to academic success and personal development.

Our school recognises the importance of regular attendance for all enrolled pupils, **including those who fall outside the statutory age range**.

We encourage regular and punctual attendance for all children, including those in Nursery and Reception. For children below compulsory school age, attendance arrangements will reflect their agreed sessions and parents' rights under the School Admissions Code. The legal duty to secure regular school attendance applies once a child reaches compulsory school age.

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on https://www.gov.uk/government/publications/working-together-to-improve-school-attendance 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

Legislation and Guidance

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

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Responsibilies

The Legal Framework

There are legal obligations on:

- the parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- the school to register attendance and notify the Local Authority of absence from school

- the Local Authority to provide education and enforce attendance.

The Governing Board

The governing board is responsible for:

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

The Headteacher

The headteacher is responsible for:

- the implementation of this policy at the school
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual pupils
- monitoring the impact of any implemented attendance strategies
- issuing fixed-penalty notices, where necessary, and authorising the identified administrative office staff to to be able to do so
- working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- communicating the school's high expectations for attendance and punctuality regularly to pupils and parents

Designated Senior Leader Responsible for Attendance

The designated senior leader 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
- 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 the Headteacher, who can be contacted via the school office at 0208 567 2135 or via information@leps.org.uk

The Attendance Officer

The school attendance officer is responsible for:

- monitoring and analysing attendance data
- benchmarking attendance data to identify areas of focus for improvement
- providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- working with education welfare officers to tackle persistent absence
- advising the headteacher/[role] (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Nicola McIntosh who can be contacted via the school office at 020 8567 2135 or via information@leps.org.uk

Staff

Staff are responsible:

- keeping accurate and up-to-date daily pupil attendance records
- taking a formal register of all pupils twice a day (in the morning and afternoon) through the SIMS register system
- using the correct codes (see Appendix 1) and submitting this information to the school office
- provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children
- establish good and effective communication links with parents/carers and work collaboratively to meet the child's needs
- if required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, such as child protection, and inform the HT, of pupils who persist with low attendance
- feedback to parents about pupil attendance and punctuality regularly and at Termly Reviews

Parents/Carers

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

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

Parents are expected to:

- make sure their child attends every [day/timetabled session] on time
- call the school to report their child's absence before 8:30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- provide the school with more than 1 emergency contact number for their child
- ensure that, where possible, appointments for their child are made outside of the school day
- keep to any attendance contracts that they make with the school and/or local authority
- seek support, where necessary, for maintaining good attendance, by contacting the headteacher who can be contacted via the school office on at 020 8567 2135 or via **information@leps.org.uk**

Recording Attendance

Attendance Register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances
- any amendment to the attendance register will include:
- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- whether the absence is authorised or not
- the nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 8:40 and ends at 3:00-3:05 depending on individual year groups.

Pupils must arrive in school by 8:38 am on each school day.

The register for the first session will be taken at 8:40 and will be kept open until 9:00am.

Unplanned Absence and Reporting Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am, or as soon as practically possible, by calling the school admin staff, who can be contacted on at 020 8567 2135 or via **information@leps.org.uk**

Where absences are prolonged, please keep the school updated daily.

If the school is unable to establish a reason for absence, a member of staff will also contact other emergency contacts parent/carers have provided to the school.

Schools have a safeguarding role so home visits may be made by school staff and on occasion by the Local Authority Link Attendance Officer if a parent cannot be otherwise contacted. Please find further information in our Safegurading Policy.

Where a child has a social worker, we will inform them if we are unable to contact you regarding an absence.

Please note: For Children Looked After (CLA), in addition we may share attendance concerns with: the child's Social Worker, the Carer, the parent if applicable and the child's virtual school; the case worker assigned to the child (this may not be Ealing).

Attendance Marks

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

If there are doubts about the authenticity of an illness, the school may request medical evidence, such as a doctor's note, prescription, appointment card or other appropriate documentation. We will only ask for medical evidence where it is necessary.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned Absence

Attending a medical or dental appointment will be counted as authorised **as long as the pupil's parent/carer notifies the school before the appointment**.

However, we encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is impossible, the pupil should be out of school for the minimum necessary time.

The pupil's parent/carer must also apply for any other types of term-time absence as far in advance as possible of the requested absence. Parents should request a leave of absence by completing the school form available via the school office or the school website **before making any travel arangements**.

Lateness and Punctuality

A pupil who arrives late:

- before the register has closed will be marked as late using the appropriate code
- after the register has closed will be marked as absent using the appropriate code and minutes late logged.

Minutes late for each pupil is logged on the electronic register. Where punctuality is causing a concern, the headteacher will write to individual parents alerting them to their concerns and arrange meetings with parents where improvement in punctuality does not improve.

Following up on the Unexplained Absence

Where any pupil we expect to attend school does not attend or stops attending without reason, the school will:

- call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the Police if there are ongoing or known concerns
- identify whether the absence is approved or not
- identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- where appropriate, offer support to the pupil and/or their parents to improve attendance
- identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section below), as appropriate

Reporting to Parents/Carers

The school will regularly inform parents (see definition of ‘parent’, as used in this policy, in section above) about their child’s attendance and absence levels

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.

Authorised and Unauthorised 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 (in agreement with parents)
- 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.

We define 'exceptional circumstances' as one-off events which are unavoidable.

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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible by calling the school admin staff, who can be contacted on at 020 8567 2135 or via **information@leps.org.uk**

The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- illness (including mental-health 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 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)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- attending another school at which the pupil is also registered (dual registration)

- attending provision arranged by the local authority
- attending work experience
- if there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance.

Penalty Notices

The school may request that Ealing Council issues a penalty notice, following consideration of the individual circumstances.

Penalty notices for unauthorised absence apply only to children of compulsory school age. Requests will follow the national framework and Ealing Council's current code of conduct.

The national threshold is **10 sessions of unauthorised absence within a rolling period of 10 school weeks**. Sessions may be consecutive or non-consecutive, and the period may span different terms or school years. Meeting this threshold requires consideration of a penalty notice; it does not mean that one will automatically be issued.

Before requesting a penalty notice, the school will consider:

- The reasons for the absence and the family's individual circumstances.
- Whether appropriate support has been provided and whether further support is needed.
- Whether a penalty notice is likely to improve attendance.
- Whether a notice to improve or another intervention would be more appropriate.
- The school's duties under the Equality Act 2010, including reasonable adjustments for disabled pupils.

Where appropriate, Ealing Council will issue a notice to improve, giving parents a final opportunity to engage with support and improve attendance before a penalty notice is considered.

A penalty notice may also be issued if, without reasonable justification, a child is present in a public place during school hours in the first five school days of a suspension or permanent exclusion, provided the school has notified the parent of this requirement.

A separate penalty notice may be issued to each liable parent for each child. Liability relates to the parent's failure to fulfil their legal responsibilities for attendance.

Payment and repeat notices

Payments must be made directly to Ealing Council:

- **First notice:** £80 if paid within 21 days, or £160 if paid within 28 days
- **Second notice:** If issued to the same parent for the same child within three years of the first notice, £160 is payable within 28 days, with no reduction for early payment.

Further offences: A third penalty notice cannot be issued to the same parent for the same child within that three-year period [from the date of the first notice]. Further qualifying unauthorised absence will be considered for alternative action, which may include prosecution.

If a penalty notice is not paid within 28 days, Ealing Council will determine the next action in accordance with its code of conduct. This may include prosecution for the original attendance offence.

Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

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

The Early Years Foundation Stage is particularly important, as it underpins children's life-long learning. Over the course of the academic year, 90% attendance means a child has missed 19 days of school.

Minor illnesses can often be managed in school, please discuss this with staff who will be able to assess whether your child is well enough to attend school.

Supporting Pupils who are Absent or Returning to School

Pupils Absent due to Complex Barriers to Attendance

Addressing complex barriers to attendance requires a comprehensive, empathetic and collaborative approach. By understanding the unique challenges faced by each pupil, working closely with families, providing tailored interventions and creating a supportive school environment, we can significantly improve attendance and overall pupil well-being. Regular monitoring and community partnerships further enhance the effectiveness of these strategies, ensuring that all pupils have the opportunity to succeed.

Pupils Absent due to Mental or Physical Ill Health or SEND

At our school, we are dedicated to providing comprehensive support for pupils who are absent due to mental or physical ill health or their special educational needs and disabilities (SEND). We recognise the importance of a collaborative approach and work closely with families to ensure a supportive and inclusive environment for every pupil.

Our approach

We will not penalise pupils for absence where barriers to attendance are a result of their medical condition or SEND. Instead, we will work collaboratively with families and relevant professionals to identify and address these barriers.

Pupils with medical conditions or SEND are entitled to the same full-time education as their peers, and we will record their attendance accurately. Where absence is caused by barriers linked to their condition or needs, we will focus on support rather than sanctions, and will not request penalty notices where the absence is a result of these barriers.

We will monitor attendance patterns closely to identify pupils whose absence may be linked to their medical condition or SEND. Where patterns emerge, we will proactively engage with families to understand barriers and put support in place.

Our support may include:

Collaboration with families

- We will work in partnership with parents and carers to understand each pupil's individual needs and circumstances, and to develop appropriate support strategies.

Individual healthcare plans and support plans

- For pupils with medical conditions, we will develop individual healthcare plans where appropriate to support their attendance
- For pupils with SEND, we will ensure their support plans or EHC plans address any attendance barriers

Mental health support

- Where absence is related to mental health difficulties, we will work sensitively with the pupil and their family to provide appropriate support. This may include referrals to specialist services, adjustments to the school day, or a phased return to school.

Making reasonable adjustments and accommodations

- We will make appropriate adjustments to remove barriers to attendance, tailored to each pupil's individual needs.

Providing additional support

- We will provide targeted support to help pupils maintain their attendance and engagement with education.

Working with external agencies

Where a pupil's attendance is affected by their medical condition or SEND, we will work with relevant external agencies such as:

- Educational psychologists
- Child and Adolescent Mental Health Services (CAMHS)
- Occupational therapists
- The local authority SEND team
- School nurses or other healthcare professionals

We will ensure information is shared appropriately (with parental consent where required) to provide joined-up support.

Part-time timetables

In exceptional circumstances, we may agree a part-time timetable to support a pupil's return to school. This will only be used as a short-term intervention, will be formally agreed with parents, and will include a clear plan and regular reviews to ensure the pupil returns to full-time education as quickly as possible.

Medical evidence
We may request medical evidence to support absence in some circumstances but we will ensure any requests are proportionate and necessary. We will not routinely request medical evidence for short-term illness.

Reintegration support
When a pupil returns to school after a period of absence due to ill health or SEND-related barriers, we will provide appropriate reintegration support. This may include a phased return, catch-up support, or adjustments to help them settle back into school life.

Pupils with EHC plans
Where a pupil has an education, health and care (EHC) plan and their attendance falls below 90%, or we become aware of barriers to attendance related to the pupil's needs, we will inform the local authority. We will work with the LA to review whether the EHC plan remains appropriate or needs amending to better support the pupil's attendance.

Where a pupil is likely to miss 15 or more school days (consecutive or cumulative) because of their health, we will inform Ealing Council, which has a duty to arrange suitable alternative education.

Pupils Returning to School after a Lengthy or Unavoidable Period of Absence
At our school, we are committed to providing comprehensive support for pupils returning after a lengthy or unavoidable period of absence. Our approach focuses on personalised reintegration plans, academic catch-up programs, and emotional well-being support. We collaborate with pupils, parents, and teachers to ensure a smooth transition, addressing any gaps in learning and fostering a welcoming and inclusive environment. Our goal is to help each pupil feel confident, supported, and fully engaged in their educational journey.

Attendance Monitoring

Monitoring Attendance

Little Ealing Primary School monitors attendance, absence and punctuality daily to identify concerns promptly and offer support before difficulties become established. Attendance patterns are reviewed regularly, with more detailed analysis half-termly, termly and annually at whole-school, individual pupil, year group and cohort level.

We pay particular attention to pupils at risk of persistent or severe absence and groups who may face additional barriers to attendance, including pupils with SEND, pupils eligible for free school meals, young carers and children with a social worker and other pupils who may be vulnerable.

The school shares the required daily pupil-level attendance data securely with the Department for Education through its approved data-sharing arrangements. We also provide attendance information to the local authority in accordance with statutory requirements and work with relevant partners to support individual pupils. Personal information is handled in accordance with data protection legislation and the school’s privacy notice.

We compare our attendance data with appropriate local, regional and national benchmarks to identify priorities and evaluate the impact of our support. Attendance reports are shared regularly with the governing board so that governors can monitor progress, challenge school leaders and support improvement.

Analysing Attendance

The school will:

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

Using Data to Improve Attendance

The school will:

- develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section below)
- provide regular attendance reports to staff to facilitate discussions with pupils and families, and to the governing board and school leaders
- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing Persistent and Severe Absence

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

The school will:

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

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Teaching and Learning Committee. 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

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
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	Absence because of criminal justice detention	Pupil unable to attend due to criminal justice detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays