



Whole School Attendance Policy

1. Introduction/Aim

At Whiteley Primary School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and Governors to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promote positive support systems and advocate multi-agency approaches to improve attendance.
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Legal Framework

This policy meets the requirements of the [Working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Roles and Responsibilities

At Whiteley Primary School, we believe that improving school attendance is everyone’s business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Role	Name	Contact details
Senior Attendance Lead	Lesley Pennington – headteacher	Via the school office – adminoffice@whiteley.hants.sch.uk
Attendance Champion	Nicola Bevan – Home School Link Worker	n.bevan@whiteley.hants.sch.uk
Attendance administration	Julie Ward – senior admin assistant	Via the school office – adminoffice@whiteley.hants.sch.uk
Attendance link governor	Lisa Ireland	Via the school office – adminoffice@whiteley.hants.sch.uk

The **Governors** of Whiteley Primary School recognise the importance of school attendance and promote it through the school’s ethos and across its policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school’s attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the schools’ attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff

and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.

- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker, those pupils under the Virtual School and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to parents and staff.

The **Senior Leadership Team** at Whiteley Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form and maintain positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with high quality teaching and learning experiences, with a whole school culture that encourages all pupils to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Have a clear school attendance policy which staff, pupils and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the school have accurate and complete admission and attendance registers, and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- 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.
- Ensure that there is a named Senior Attendance Lead to lead on attendance and allocate sufficient time and resource.
- Attend the termly school attendance support meetings with the local authority, focusing on those pupils with severe absence, making sure a regularly reviewed plan is in place.

All **staff** at Whiteley Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with high quality teaching and learning experiences that encourage all pupils to attend and to achieve.
- Know the importance of good attendance, be consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Liaise with the HSLW and senior leaders on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.

The **school's home school link worker** will (in conjunction with the headteacher):

- Oversee and co-ordinate the school's work in promoting regular and improved attendance
- Ensure the attendance policy is consistently applied throughout the school.
- Work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.
- Ensure that attendance is recorded accurately by the senior admin assistant, and then analysed.
- Ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Whiteley Primary School requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Make sure that any absence is clearly accounted for by phone, email or by using the 'Study-bugs' App on the **first day of absence**, and keep the school updated during longer periods of sickness absence.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Further information can be found at: [Attendance guidance for parents | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/attendance-guidance-for-parents)

Pupils are expected to:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.

4. Our Procedures

4.1 Register Keeping and Recording

At Whiteley Primary School, we keep an electronic register for all pupils using Arbor.

Pupils must arrive in school by **8.50am** on each school day. The register for the first session will be taken by 8.55am and will be kept open until 9.15am. The register for the second session will be taken at the start of the afternoon session (1pm) and will be kept open until 1.10pm.

The register will record, using the appropriate national attendance and absence codes (see appendices), whether a pupil is:

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

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

The Arbor register will also record:

- Whether the absence is authorised or not
- The nature or circumstances of the absence.

Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

4.2 Unplanned absences (including illness) – parental responsibilities

Parents must notify the school of the reason for the absence on the first day of any unplanned absence as soon as practically possible, and no later than **9.15am** when registers close. Communication can be via phone, email, the Studybugs App, or in person at the school office.

Where a child is off school for longer than one day, parents should update the school during the period of absence so that the reason for continuing absence is known.

Absences due to illness will be authorised, unless the school has a genuine concern about the authenticity of the illness. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of an illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised. In such situations, parents will be notified that the absence has not been authorised and may be invited to attend a meeting with the home school link worker.

4.3 Planned absences (including term time holidays) – parental responsibilities

If parents know in advance that a child will need to be absent from school for any reason, then they need to inform the school as far in advance as possible using the following procedures:

4.3.1 Medical appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that the parent notifies the school in advance of the appointment wherever possible, and provides evidence of the appointment (e.g. letter, text, appointment card etc). Notification may be made in person at the school office or via email, providing the relevant evidence. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most

circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be signed out from the school office by an adult. Absence for verified medical appointments will be coded as 'M' – authorised absence.

4.3.2 Leave of Absence Requests (including those for holidays)

Parents who are planning for their children to be absent during term time for any other reason than medical must submit a leave request form to the school office with as much notice as possible (minimum of 3 weeks) before the planned leave. This includes (but is not limited to) absences for religious observance, music examinations, competing in sports, significant family events including funerals/weddings, visits to prospective new schools, visa appointments, young performers, or leave for leisure/holidays. Where appropriate, evidence of the appointment/significant event may be requested from the parent to support the application.

The Headteacher considers leave requests once a week. Forms may then take another week to be processed by the office and returned to parents the following week. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised.

Parents concerned about whether their own circumstances will be considered 'exceptional' are encouraged to apply for leave/speak to the headteacher **before** making any arrangements for their child to be absent.

4.4 Granting Leave of Absence Requests

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. Whiteley Primary School will treat each application individually and may discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. At Whiteley Primary School, leave of absence is only granted at the discretion of the Headteacher. Whiteley Primary School will respond to all applications for leave of absence in writing (copies of leave request forms may be returned to the parent via email).

Please note that generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance and such requests are unlikely to be unauthorised. Other circumstances which are **not** considered exceptional include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation

Where a leave request is **not** approved, parents will be notified via the return of the completed leave request form. If the leave is taken, the absence will be coded as unauthorised.

If authorised absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible ‘children missing from education’ procedures being instigated.

Please note that where absence due to illness is reported by parents on either side of a period of absence due to a term time leave request, the school may request evidence of travel/booking in order to authorise the sickness absence.

4.5 Use of Penalty Notices

Where a child has 10 sessions (5 days) or more of unauthorised absence within a rolling period of 10 school weeks, then parents may be referred to the Local Authority and be issued with a penalty notice fine, or referred to the Local Authority to consider prosecution.

Each parent who is liable for the child’s absence can be issued with a penalty 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 child, 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.

Further information about the county’s use of penalty notices can be found [here](#).

4.6 Late Arrival at School

At Whiteley Primary School all pupils are expected to arrive on time for every day of the school year. The start of sessions is used to give out instructions and organise work. If a child is late they can miss work, miss time with their class teacher getting vital information, or cause disruption to the lesson for others; it can also be embarrassing for the child, which can lead to further reluctance to attend school.

The school day begins at 8.50am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their absence. Pupils arriving after 8.55am (when registers are taken) but before 9.15am it will be recorded as late - L code (Late before the close of register).

The school register officially closes at 9.15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

4.7 Following up unexplained absence – school procedures

Where a child is absent, and no contact has been received to explain the absence, then the following actions will be initiated by the school:

- Texts will be sent out by 9.45am for all pupils who are not in school after close of register and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning by 11am.
- If no response can be gained, the child's named emergency contact(s) will be telephoned.
- If school cannot contact a parent or other emergency contact, and are unable to ascertain the reason for an absence, a decision will be made in conjunction with the school's Designated Safeguarding Lead and a home visit may be carried out.
- If the child is currently known to children's social care, the linked social worker or family support worker will be informed of the unexplained absence.
- The school will continue to make contact with the parent on each day of unexplained absence to make sure proper safeguarding action is taken where necessary.

In certain circumstances, the school may also:

- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to Inclusion Support Service for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/inclusion-support-service) and [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/behaviour-and-attendance-resources-for-schools)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

4.8 Reporting to Parents

The school will regularly inform parents about their child's attendance and absence levels. All parents receive an overview of their child's attendance figure at least twice a year (Spring and Summer term – included on their child's report/Assessment Data Report). In addition, parents of children whose attendance or punctuality is cause for concern will be contacted by the home school link worker when concerns arise. This may be via individual letter, email or phone call.

5. Support Systems and Interventions

At Whiteley Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support include:

- Support from the home school link worker for parents, including advice regarding behaviour and routines; signposting and referrals to outside agencies; strategies and support for EBSA (Emotional Based School Avoidance).
- Joint problem solving to address practical issues which are barriers to attendance such as transport issues, parental health issues etc.
- Liaison with class teacher to address academic or class-based concerns/barriers to attendance including friendship issues
- Liaison with the school SENCo to address significant barriers to learning in school, with consideration regarding to the curriculum and provision provided for the child
- Liaison with senior leaders to address concerns re: bullying or other external barriers to attendance
- Support for the child from the pastoral support team including ELSA (emotional literacy support assistant)
- Transition support for the child - for example, providing a 'meet and greet' with a key adult; use of quieter door for arrival; transition activity on arrival in school.

To plan the correct support, we will always invite parents to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with parents and the pupil. A written attendance agreement may be put into place to ensure that all parties are aware of the expectations.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and Hampshire policies regarding supporting children with health issues, [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](#). We will also consider whether an Individual Healthcare Plan is required.

6. Persistent Absence, Severe Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 90 sessions (45 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions

as outlined in the section above. Referrals may also be made to external agencies for targeted support. [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/inclusion-support-service-iss/)

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

7. Monitoring and Analysing Attendance

The school will:

- Monitor and attendance and absence patterns and trends (including punctuality), in order deliver intervention and support in a targeted way to children and families. This will including monitoring individual pupils, cohorts and year groups across the school.
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide attendance data and reports to support the work of the governing body.

Through this monitoring and analysis, the school will identify children whose attendance may be a cause for concern.

7. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including Child Protection
- Supporting Pupils with Medical Needs
- Behaviour and Anti-Bullying
- Special Educational Needs
- Teaching, Learning and Curriculum

7. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(August 2024\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2024\)](#)
- [Working together to safeguard children, DfE \(July 2023\)](#)

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

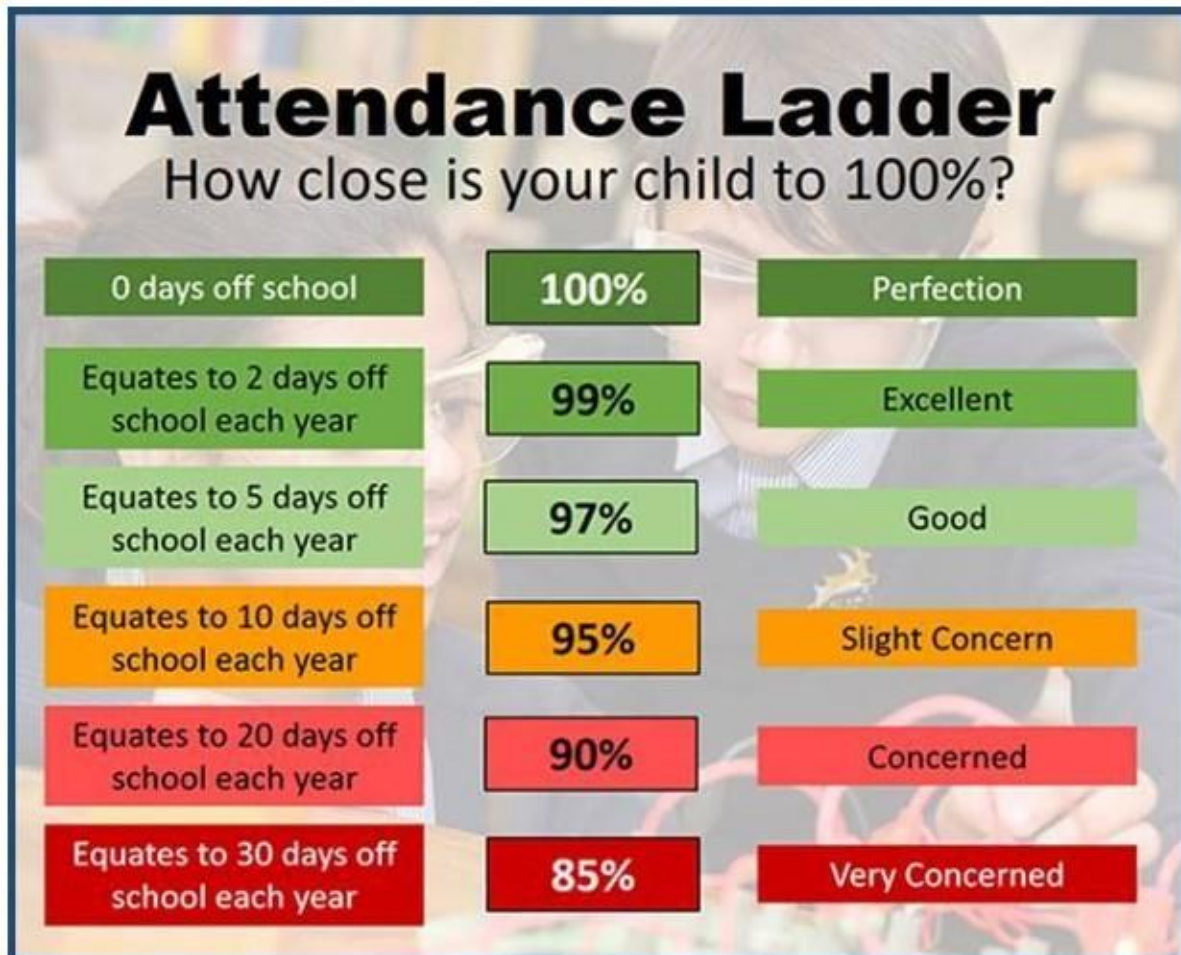
We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in January 2025. It is due for review in Spring 2026.

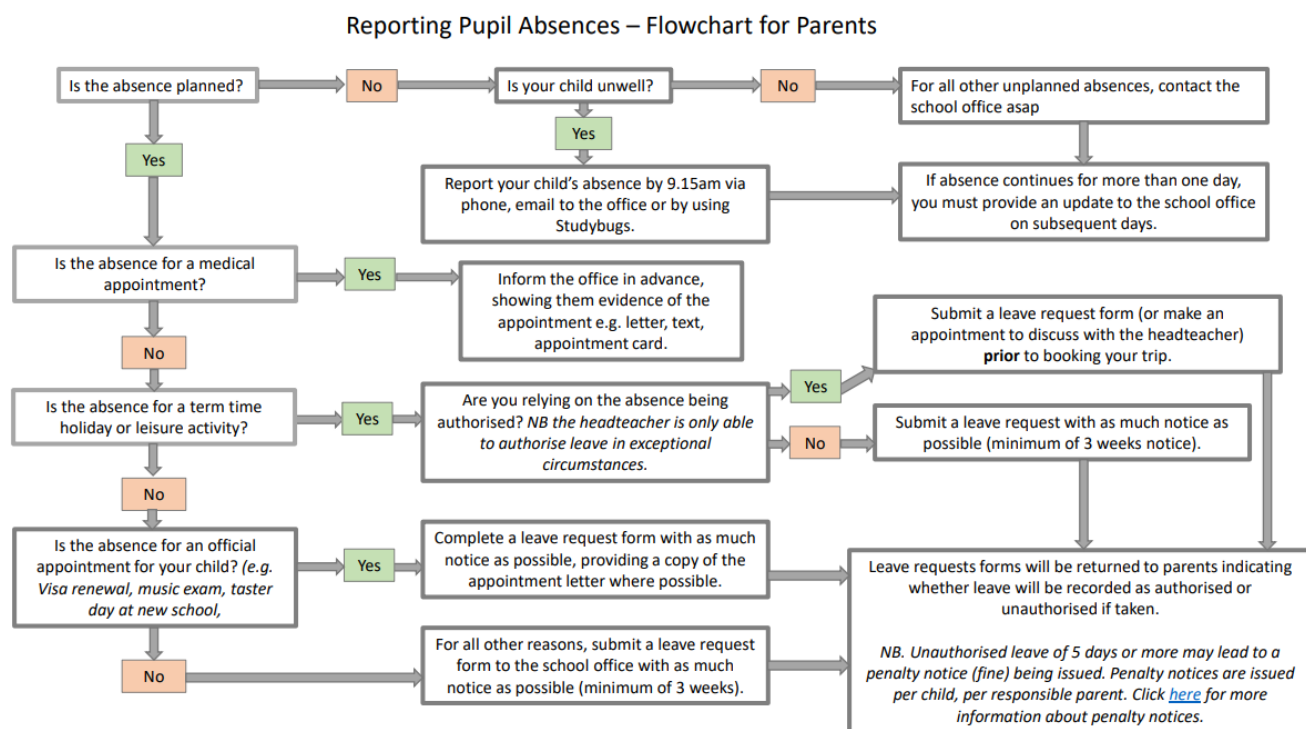
9. Appendices

The following pages contain appendices relevant to this policy. Appendix 2 and 3 are also available separately from the school website's attendance page.

Appendix 1: Attendance ladder for parents



Appendix 2: Flow chart for parents – reporting your child’s absence



Appendix 3: Leave of absence request form

Available to download from the [school website](#) or on request from the school office.

Appendix 4: Attendance Codes

Attendance codes

The following codes are taken from Working Together to Improve School Attendance

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Interview	Attending an interview for employment or for admission to another educational institution
M	Medical appointment	Attending a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
Administrative Codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station