Attendance policy

effective September 2026

Grace Academy Coventry

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Good attendance helps students maximise their Limitless Potential. An attendance of at least 97% promotes Intentional Excellence amongst the student community. Grace Academy will work to support families with attendance and punctuality assisting students to embody “The Grace Way.”

1. Introduction– Promoting Good Attendance

The Academy aims to ensure that all students receive a quality, full time education which maximises opportunities for each individual to realise their Limitless Potential. The Academy strives to provide a welcoming and caring learning environment where each member of the community feels safe, secure and valued. We strenuously encourage excellent attendance for all and promote an environment where students want to learn and participate.

Regular and punctual attendance at the Academy is important for all students. Attendance is everybody’s business and so all staff will work with students and their families to ensure that, wherever possible, all students attend and are punctual to morning registration.

Students are expected to be on school site at 8.40am ready for morning line-ups. Registration begins at 8:45am, and the school day ends at 3:15pm.

2. 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 working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school through effective and positive communication
- Providing high quality support, interventions, guidance and advice to individual students, their parents and to staff via regular training.

We will also promote and support punctuality in attending lessons.

3. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006

- 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
- Children Missing Education: Statutory Guidelines

4. Roles and responsibilities

4.1 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

- Holding the headteacher to account for the implementation of this policy

A school governor Stepan Heghoyan is assigned to work with the Academy to help support with improving attendance within key demographics.

4.2 The Principal

The Principal 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 attendance team 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 through all available channels

4.3 The designated senior leader responsible for attendance

The designated senior leader and 'senior attendance champion' is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- 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 Lisa Smith, and they can be contacted via phone on 02476 589050 or email: absencegac@graceacademy.org.uk.

4.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 or the senior attendance champion (authorised by the headteacher) on when to issue fixed-penalty notices
- Supporting families of persistently, or severely, absent students to help improve attendance.

The attendance officer is Rebecca Leach who can be contacted via phone on 02476 589050 or email: absencegac@graceacademy.org.uk.

4.5 Heads of Year and Assistant Heads of Year

Heads of Year and Assistant Heads of Year are responsible for promoting good attendance amongst their year group, and for monitoring persistent absences and persistent lateness. They will be expected to achieve this by:

- Having a focused approach towards attendance and punctuality
- Implementing a system of rewards and sanctions
- Having an awareness of the overall Academy attendance target (at least 97%) and taking proactive steps to ensure their year group meets or exceeds this target

4.6 Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office within the first ten minutes of a lesson or a session.

4.7 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls and correspondence from parents/carers to the student's form tutor, Head of Year, attendance team, Assistant Head of Key Stage and other pastoral staff where appropriate, in order to provide families with more detailed support on attendance

4.8 Parents

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

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

Parents are expected to:

- Make sure their child attends school every day on time
- Call the school or send an email to report their child's absence before 8:15am 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. If this is unavoidable, evidence of appointments needs to be provided and handed in to Reception or sent via email to absencegac@graceacademy.org.uk.
- 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 their child's form tutor, Head of Year, attendance team, Assistant Head of Key Stage or the Family Support Worker who can be contacted via phone on 02476 589000, or by referring to the letter issued at the start of the academic year with the relevant contact information.

4.9 Pupils

Pupils are expected to:

- Attend school every day, on time, at 8:40am to ensure that they are present for line-ups to receive any key messages and be prepared for the school day with their Grace 5.
- Be punctual to every lesson
- Be prepared to catch up on missed work due to absence.

5. Recording attendance

5.1 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 8:45am, with students expected to be on site at 8.40am ready line-ups where they will receive the day's briefing from their Head of Year, and ends at 3:15pm.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. If a student arrives at school after 9:15am, they will receive an absent mark for 50% of the day and will be issued with a U code if there is not a valid reason for lateness.

The register for the second session will then be taken at 2pm and will be kept open until 2:30pm.

5.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:15am, or as soon as practically possible, by calling the school absence line on 02476 589050.

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.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

If the pupil has been absent for 10 consecutive days and the school has grounds to believe that they are unlikely to return, we will complete a Child Missing in Education referral, informing the Local Authority of their continued absence. If the pupil has been absent for 20 days or more, they may be removed from the school roll in line with statutory government policy.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment via the Academy absence line.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

To request term time absence, parents need to collect an absence request form from Reception. These need to be completed at least two weeks in advance of the expected absence. Parents need to be aware that all absence requests during term time will be unauthorised (unless there are exceptional circumstances) as per the new Department of Education statute.

5.4 Lateness and punctuality

A pupil who arrives late:

- Between 8:45am and 9:00am will be given a present mark when the register opens, but they will receive a Late stamp in their planner. The sanction for this is a 10 minute after school detention
- Before the register has closed (between 8:45am and 9:15am) will be marked as late, using the appropriate code (L).
- After the register has closed (9:15am onwards) will be marked as absent, using the appropriate code (U). This will mean that the pupil will be marked absent for 50% of the school day, affecting their overall attendance percentage. This then means that persistent lateness may lead to a Fixed Penalty Notice being issued.

If a student is late to school after 8:45am but before 8:55am, they will be expected to hand in their mobile phone to Student Reception, and will be able to collect the phone at 3:25pm, once their 10 minute late detention has been sat.

If a student is late to school without a valid reason after 8:55am, the student will sit an additional 20-minute detention at lunch time.

Punctuality is closely and consistently monitored by a pupil's form tutor, Head of Year and pastoral staff. Pupils are sanctioned with detentions for persistent or unnecessary lateness. Phone calls home are made to parents of persistently late pupils to offer support and ascertain any potential barriers to punctuality. The attendance team may also make phone calls home to offer support with transportation.

5.5 Following up 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 on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not. If approved, school may still conduct a safe and well visit following consecutive days of absence.
- 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 or the police/Children's Services if necessary.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer, or their allocated social worker.
- 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, school may: issue a notice to improve via written correspondence, invite parents to formal meetings with the senior attendance champion, penalty notice or other legal intervention (see section 5.2 below), as appropriate
- The school may also conduct daily home visits or minibus collections of pupils, and make phone calls home for any pupil who is absent.
- If the school cannot reach any of the pupil's emergency contacts, the school may conduct home visits to ensure that the pupil is safe and well, contact Children's Services, the police and/or the Local Authority. We may also complete referrals to other external agencies. If the school is provided with a reason for absence, but has genuine concerns about the reason given, the school may then follow the aforementioned processes.

5.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via yearly written reports sent home to parents. Parents are also strongly encouraged to install the My Child At School app to access their child's latest attendance report and statistics. Regular automated attendance updates will be e-mailed home via Bromcom.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

An example of 'exceptional circumstances' may be an absence to attend the funeral of a grandparent.

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 two weeks before the absence, and in accordance with any leave of absence request form, accessible via Reception. 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 (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

6.2 Sanctions

Our school will make use of the full range of potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

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

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

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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 (previously known as a monitoring period) 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

7. Strategies for promoting attendance

The school will work to celebrate and incentivise good attendance throughout the academic year via a number of rewards. The school may implement the following strategies to promote attendance:

- Daily minibus visits conducted by the Attendance Officer and the wider pastoral team

- Daily absence phone calls to be made by the Attendance team to offer support
- Correspondence sent home acknowledging improved attendance
- Attendance ambassadors in both KS3 and KS4
- Weekly early lunch awarded to the year group with the best attendance, and the year group with the most improved attendance
- Half-termly celebration assemblies where students receive certificates for Maximum Attendance
- Informational posters around the Academy and in offices
- Yearly reward trips
- Competitions between form groups during tutor time
- Form group attendance listed in the weekly student bulletin
- Termly prize draw for students with Maximum Attendance
- Focus students for attendance, e.g “The 1% Club”
- Attendance percentages, attendance targets and weekly attendance streaks written into student planners

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

School will support pupils with complex barriers (such as Special Educational Needs, Emotionally Based School Avoidance or mental health conditions) to attendance in a variety of ways, utilising supportive and preventive measures to improve attendance:

- Form tutor to hold motivational conversations with pupils
- Focus letters sent home for targeted pupils, informing parents of our attendance processes and offering support
- 1:1 mentoring/work with their form tutor, Head of Year, Youth Worker or Family Support Worker where appropriate
- Referrals to external agencies when necessary
- Family Support Worker to offer additional support when needed

8.2 Pupils absent due to mental or physical ill health or SEND

Many children will experience normal, but difficult emotions that make them nervous about attending school such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these pupils are still expected to attend school regularly—in many instances, attendance at school may serve to help with the underlying issue as being away from school might encourage these negative feelings, and a prolonged period of absence may heighten any anxiety about attending in the future.

Where children have a prolonged mental/physical illness or have special educational needs, more support may be required to ensure that there is a limited impact on attendance. School may offer the following:

- Reintegration timetables (where appropriate)
- Referrals to external agencies e.g MHST/CAMHS/Horizons
- Referral to the school SENDco.
- Internal referrals to the Ethos team for 1:1 or group mentoring
- Referrals with the Family Support Worker
- Temporary exception from lessons which may exacerbate anxiety
- Access to Nurture and quiet spaces when needed

Where a pupil has an Education Health and Care Plan (EHCP) 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.

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

School will offer pastoral support to students returning from a lengthy period of absence. A phased return to education via a reintegrated timetable may also be offered to pupils returning from a long-term absence where appropriate.

9. Attendance monitoring

Attendance and absence data (including punctuality data) is monitored via absences recorded on Bromcom, using inputted data from completed session and lesson registers. This is then systematically and regularly analysed by the school's Data Manager who will trace any relevant attendance trends and patterns to assist with improving attendance and identifying any key target demographics.

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely, according the statutory requirements.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Parents will receive regular communication about their child's attendance to encourage positive attendance.

9.2 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

9.3 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. This may include both authorised and unauthorised absences. 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 (see section 5.2, above)

10. Monitoring arrangements

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

11. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Student 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

Code	Definition	Scenario
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

Code	Definition	Scenario
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	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