



Attendance Policy

Christ Church CE Primary

FGB approval	September 2026
Review	Annually

Introduction

At Christ Church C of E Nursery and Primary School, we strongly believe that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community. Establishing a policy which actively promotes attendance and punctuality amongst pupils, forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education. **(Article 28)**

In promoting the belief that attendance and punctuality are important values, we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers.

We believe that;

- Prolonged and consistent absence, in any year group, affects access to the curriculum and ultimately impacts on progress.
- Repeated and consistent lateness is an unsettling start to the school day for both the child and school.

For pupils with learning difficulties this factor is even more important, as poor retention skills are often an obstacle to pupil progress.

The intention of the school is for all pupils to achieve their maximum possible attendance.

As a school we aspire for all children to achieve the Department for Education, DfE, attendance figure of above 94% throughout the academic year.

Good attendance is important because

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary

What the Law says about attendance

Parents have a legal obligation to ensure their children receive a full-time education. This is achieved by regular attendance at school. Section 444 Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable to:-

- age, ability and aptitude and
- any special educational needs he/ she may have

either by regular attendance at school or otherwise.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

There is a clear link between poor attendance at school and low levels of achievement. The Government has stated that once a child's attendance figure reaches 90% they are classed at *persistently absent*.

Good attendance at school *makes a difference* to a child's education. If children get into bad habits, at primary school, this may continue into secondary school.

Attendance during one schoolyear	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	300 lessons
65%	67 days	13.5 weeks	350 lessons

Roles and Responsibilities

The Head teacher will oversee and co-ordinate the school's work in promoting regular and good attendance. The school is responsible for the accurate recording and monitoring of attendance and that the policy is consistently used. The Head teacher will ensure that issues are identified as quickly as possible so that support can be offered and put in place prior to attendance becoming an issue.

- 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
- 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

a) Parents/Carer

The school always tries to work in partnership with parents. If pupils are not in school it is the parents' responsibility to inform the school on the first day of absence. If a pupil is absent, and no message has been received, the school will try to contact the parents to discover the reason as soon as possible. School will carry out a safe and well-being check.

If there is a specific problem with attendance caused by factors within school, this can usually be resolved quickly and informally between parents and school. If the problem is caused by domestic circumstances the school can assist parents by engaging the support of other agencies (e.g. Education Investigation Service or Social Care).

Parents will be informed termly about their child's current attendance % at parent/carers meetings. Children whose attendance is below 94% will be monitored weekly and a structured range of support/ intervention strategies will be applied, as deemed necessary.

In addition to this, we ask parents to:

- ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open

- ensure that their children are punctual at the start of the school day
- notify the school of any absences by 9.30am. All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provide appropriate evidence if required
- book medical and dental appointments outside of the school day whenever possible
- provide explanation of absences on the first day a pupil returns to school if this has not already been done
- provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details within 24 hours
- complete a 'Leave of Absence' request form for any time required off school that is not due to illness or medical appointments i.e. exceptional circumstances. This must be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed
- collect their children on time
- avoid taking holidays in term time
- avoid requesting non-urgent leave of absence
- work with the school to improve matters if attendance becomes a problem
- keep school fully informed on all matters that might affect attendance and their child in school

b) Pupils

We ask pupils to:

- attend school regularly and promptly
- arrive at school on time
- attend morning and afternoon registration promptly
- understand the value of good attendance

c) Teachers

Teachers will:

- set a good example of punctuality and good attendance
- ensure that registers are taken at the appropriate times, are accurate and up to date
- take appropriate action when pupils are late
- monitor class and individual attendance patterns
- inform SLT/ Head teacher of any concerns about attendance or where attendance is impacting on a pupils' achievements
- discuss individual pupil attendance at parent-teacher consultations
- praise pupils for good punctuality and good attendance

d) Senior Leadership Team

Senior Leaders will:

- have an identified member of SLT responsible for attendance
- set clear and challenging attendance targets as part of school self-

review

- ensure that all school personnel, pupils and parents are aware of this policy
- monitor trends and arrange for letters to be sent when required
- provide target intervention and support for families whose children have been highlighted as having poor attendance
- utilise the support of available specialists in relation to attendance if required
- have a system in place for parents to report a child's absence
- report to the Governing Board attendance figures and trends
- promote the importance of good attendance through assemblies
- celebrate and reward good attendance during assemblies both at individual and class level
- be responsible for making a referral to the LA Education Investigation Service (EIS) when/if required
- monitor individual, class, and year group attendance

e) Administrative staff

Administrative staff will:

- make first day calling for children absent without explanation
- call all numbers on the contact list in order until receiving an answer
- leave a voice message if there is a voicemail option
- notify the Head teacher if an overseas ring tone is noted, and no leave of absence has been requested. This may result in Education Legal Intervention (Elit) being contacted in line with Children Missing in Education procedures.
- call the contact list at least twice
- issue first day contact methods i.e. letter if there is no other response
- monitor late entrants into school and adjust Sims accordingly along with the time of arrival
- forward phone messages to class teachers regarding absences and record reasons on SIMS
- contact parents when school has not been provided with a reason for absence
- record medical appointments on SIMS and state whether medical evidence has been seen if required
- monitor register coding and alert staff of inconsistencies
- produce attendance figures for end of year reports
- update/notify Headteacher of any concerns

Education Legal Intervention (Elit):

The school uses the statutory Elit provision to respond to significant 'Unauthorised' absence concerns or in cases where children are deemed missing in education. There is a system of interventions, leading up to legal proceedings, to protect the pupil's educational development.

The school also makes use of additional Education Investigation Officer time to support cases where attendance becomes a serious concern but may not have reached the criteria for statutory Local Authority intervention, particularly in cases where children are deemed missing in education.

Attendance below 90% may result in a referral to the Education Investigation Service and an Education Investigation Officer may make a home visit.

Attendance and Punctuality

Each week attendance is celebrated in the Head teacher assembly. Certificates are given for best attendance and punctuality. If the overall attendance is above 95%, the school will receive an extra 5 minutes playtime.

Sanctions:

Sanctioning pupils for non-attendance is not deemed appropriate. This is because the school's first priority is to be motivating. In the case of unauthorised persistent absence, sanctions would be applied judiciously based upon individual merit and following guidance.

Registration:

All pupils are registered onto SIMS at 8.55 am and 13:00 pm by their class teacher, applying the current LA/DfE code guidelines.

The school day starts at [8:45am the gates will be open at 8.40 am](#). Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by [8.55am](#). Pupils will receive a late mark, if they are not in their classroom by this time.
- The register closes at [9:25am](#). Pupils will receive a mark of absence, if they do not attend school before this time.
- After lunch, registers are marked by [1:00pm](#). Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at [1:10pm](#). Pupils will receive a mark of absence if they are not present.

Pupils are marked late if they arrive more than 15 minutes after these times (L). Registers are officially closed half an hour after these times and pupils are then marked as 'Unauthorised absence' (U) if they arrive later during the session, unless an acceptable authorised reason is given.

Late arrivals report to the office and telephone messages indicating that pupils will not be attending are recorded onto SIMS.

Attendance Targets:

The school's aim is to get full attendance from all pupils. Attendance of individuals and classes will, however, be monitored to provide information useful in monitoring the consistent application of this policy and improving levels of attendance.

Government primary school attendance in England has been set at 95%. If any child's attendance falls below 95% where there are no known reasons, we may raise this as a concern and work in partnership with parents/carers and other agencies to resolve problems and improve attendance.

If a child's attendance falls below 90%, this is classed as 'Persistent Absence' and has serious consequences.

The class teachers are initially responsible for monitoring the attendance of the pupils in their class. They inform the Headteacher or a member of the leadership team, if there is any cause for concern. These may include:

- regular periods of unexplained non-attendance
- patterns of non-attendance (e.g. every Monday morning)
- regular late arrival in the mornings
- attendance falling below that deemed acceptable
- anecdotal evidence from the pupil or other pupils
- absences coinciding with known domestic disruptions

Raw data, the overall figures for the school without identifying individual pupils, are passed on to the Local Authority (LA) and the DfE termly for statistical analysis.

Parents and pupils can have access to their own child's attendance data whenever requested.

Authorised and Unauthorised Absence:

The definitions accepted by the school are those laid out in the DFE guidance document 2024 Guidance - 'Working together to improve school attendance'

These include clarification on authorised absences including hospital and medical appointments, sickness, etc.

If children have a medical/dental/specialist appointment, they are normally expected to attend school on the morning or afternoon not affected by the appointment.

Many absences are authorised retrospectively when a pupil returns to school after illness, although the school is not obliged to give authorisation if there are doubts about the nature of the absence. **It is the decision of the school whether or not to authorise an absence.**

If we have concerns about the number of absences due to illness or medical appointments etc. we may ask you to provide some form of evidence (e.g. an appointment card or letter, Doctor's note, copy of a prescription, copy of the label from a prescription medicine etc.) before we are prepared to authorise absences.

Leave of Absence Request

It is necessary, for all parents to seek 'Leave of Absence' at least 15 school days before you are intending to take your child out of school. This can be done by completing a 'Leave of absence' form. A leave of absence request must be made by the parent/primary carer with whom the child normally resides and given to the Headteacher. There is no automatic right for approval to be granted. **The school will decide whether to authorise the request and cases will be considered on their individual merits.**

Requests for authorised 'Leave of Absence' will NOT usually be approved if:

- the child's attendance in the previous school year was less than 94%
- the child's attendance at the time of the request is less than 94%

Parents/Carers will be informed of the school's decision as soon as possible.

Other reasons for extended absence and requests for leave in term time

a) Female Genital Mutilation (FGM)

All staff are trained and made aware about possible reasons for extended absence from school. One of these could be Female genital mutilation (FGM), which is a form of child abuse common to some African, Asian, and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Any information or concern that a child is at immediate risk of or has undergone FGM or forced marriage will result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children's Social Care Services and/or the Child Protection Team, West Midlands Police Service. Records of all incidents will be kept following the same procedure as for all other child protection concerns in school in line with current policy.

Please note that teachers and members of staff with teaching responsibilities have a specific legal duty to act with regards to concerns about female genital mutilation and must personally report to the police a disclosure that FGM has been carried out, in addition to liaising with the DSL/Children's social care.

b) Children Missing in Education (CME)

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and

neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children. This is why we will always follow up with parents/carers when pupils are not at school.

In response to the guidance in Keeping Children Safe in Education (2022) the school has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated
 - move away from the school's location
 - are permanently excluded

We will ensure that pupils who are expected to attend the school but fail to take up the place will be referred to the local authority. When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

Where children have poor attendance or are regularly missing then the school works in close liaison with the Local Authority CME officer, admissions team and DSPP.

Further information can be found can be found in 'Children missing education: statutory guidance for local authorities' – September 2016
<https://www.gov.uk/government/publications/children-missing-education>

Religious Observance

'Religious Observance' requests will usually be granted for a maximum of three days during a year for, "a day exclusively set apart for religious observance by the religious body to which the parent belongs" (Pupil Registration Regulations 2006). These days should relate to significant festivals in the relevant faith calendar.

Again, the school will decide whether or not to authorise requests and cases will be considered on their individual merits. Parents/Carers will be informed of the school's decision as soon as possible.

Poor attendance

When concerns have been raised the school's first course of action is to contact the parents to see if there are specific problems, either at home or in school, that can be easily remedied. The attendance rate is then monitored by the school and if attendance improves significantly no further action is taken.

If the problems persist then the Headteacher and the Education Legal Intervention will consider other strategies, dependent on the individual case. These may include a specific contract system within school, the issuing of a

fixed penalty notice, notification of concern regarding the pupil's welfare to Social Services or even, in extreme cases, legal action.

The following sequence illustrates the monitoring and intervention procedures followed by the school:

1. Morning and afternoon register entries by class teacher
2. Received absence messages noted on register log
3. Daily register check for uninformed absences
4. 1st day of absence, if no message: Phone parent/carers (and leave message if no reply)
5. 2nd day of absence, if no message: Phone again, and try emergency contacts if no reply; post standard absence information request letter
6. School to carry out a home visit
7. If a message is received, enter it into log and *update register code
8. If no message is received after 3 days, school to carry out a home visit/refer to MASH
9. If no message is received after a week, refer to EIS
10. If 12 'Unauthorised' sessions in the last 6 school weeks, or 10 consecutive days absence without contact from Parent/Carer, a referral will be made to the Elit for statutory involvement
11. Regular contact with parent/carers during prolonged absences.

Stages 2 - 10 are usually implemented by Office Manager, and Head teacher or Attendance Lead

Stage 6 – Attendance Lead

Prior to a referral to Education Legal Intervention (Elit):

- School will inform parents of their concerns in relation to their child's attendance in writing, offering them to contact the school to discuss reasons impacting on their attendance.
- If there has been no improvement, the school will write to parents informing them that a referral to the Local Authority Education Legal Intervention will be made and may result in a Fixed Penalty Fine or legal action if unauthorised absences continue to occur.

Long Term Sickness Absence

If a child needs to be hospitalised for 3 days or more, we can make a referral to the Hospital Teaching Service, so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.

Re-entry strategies for long term absentees:

When long-term non-attenders return to school the staff attempt to make them feel welcome back at school without drawing attention to the prolonged absence. The pupils are placed back in their class and given their individual programmes of work to continue.

If there are specific reasons where this is not felt to be appropriate, separate arrangements would be made. This would be considered on an individual need's basis.

Summary:

All school staff are committed to working with parents and pupils as the best way to guarantee as high a level of attendance as possible and that through good attendance ensures every child's welfare and life opportunities are promoted.

Policy Review

This policy will be reviewed by the Headteacher and the Governing Board annually or earlier if deemed necessary.

Appendix 1

Attendance Letter 1

Child's name and DOB
RE: Attendance below 94%

Dear Mr and Mrs

I am writing to you because we are concerned about (Childs name) attendance. Our records show that (Child's name) current attendance is **%. As you are aware, we want parents' support to improve attendance, so if there are any issues affecting (Child) please get into contact with me, as we may be able to help and discuss any issues you may be having with getting (Child) into school.

As a result of (Childs) poor attendance, we must now initiate our attendance monitoring procedures. Please be aware that if this continues then we will have no other option but to pass this matter on to the Local Authority. You are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days, it is reduced to £60 per parent per child. If the fine is not paid by the 28th day, then you will be summoned to court.

Please contact me if you have any questions.

Yours sincerely

Headteacher

Appendix 2
Attendance letter 2:

Child's name and DOB
RE: Attendance between 92% to 90%

Dear Mr and Mrs

Following my previous letter sent on (enter date), we are disappointed to say that there has been no significant improvement in (Childs name) attendance. Our records show that (Child's name) current attendance is **%.

It is important that children attend school regularly and on time. Here at Chris Church CE Primary School, our best interests are to ensure our pupils reach their full potential which can only be done when pupils attend school regularly. Once again, we are giving you the opportunity to discuss any issues you may be facing with getting (Childs name) into school.

We are offering a meeting on (enter date and time). Please get into contact with us if you cannot attend. Any future absences will need to be supported with medical evidence to be authorised.

Please be aware that if this continues then we will have no other option but to pass this matter on to the Local Authority. You are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day, then you will be summoned to court.

Please contact me if you have any questions.

Yours sincerely

Headteacher

Appendix 3

Attendance letter 3

Child's name and DOB
RE: Attendance BELOW 90%

Dear Mr and Mrs

As stated in our previous letters, (child's name) attendance has not improved, and we therefore have no other option but to refer this matter to the Local Authority.

Our records show that (Child's name) current attendance is **%. Any absences will now be recorded as unauthorised until we receive medical evidence.

The Local Authority may invite you for an attendance panel where you are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days, it is reduced to £60 per parent per child. If the fine is not paid by the 28th day, then you will be summoned to court.

Please contact me if you have any questions.

Yours sincerely,

Headteacher

Appendix 4

Late arrival letter 1

Late Arrival at School: «Forename» «Surname» : «Reg»

Dear Parent of

I am writing to inform you that «Forename» has been late xx times this half term, during the period up to and including xx.

I do appreciate that slow traffic and other factors can contribute to children being late for school but please be aware it can be distressing and disruptive for children when they are late. It may also impact on their first lesson. Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future.

Please note pupils in Year xx should arrive in class for registration by xx. *

Yours sincerely,

Headteacher

Appendix 5

Persistent Lateness – arrival

Persistent Late Arrival at School: «Forename» «Surname» : «Reg»

Dear Parent of «Forename» «Surname»

I am writing to inform you that «Forename» has been late xx times to date this academic year, during the period up to and including xx.

I am disappointed to see «Forename»'s punctuality has not improved since I wrote to you last. Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. If no improvement is made you will be invited to meet with me to discuss ways we can help support you regarding punctuality.

Please note pupils in Year xx should be in class for registration by xx. *

Yours sincerely,

Headteacher

Appendix 6

End of day late collection – Letter 1

Late Collection

Dear Mr and Mrs

I am writing to inform you that I am concerned that (child's name) has been collected late on the following occasion this term:
(dates and times)

May I remind you that the school day ends at xx for pupils I Year xx*, please ensure you have the appropriate arrangements in place as I expect your child to be collected on time from now on.

If your child is collected late on another occasion a £10 fine will be added to your Parent Pay account for you to pay and you will be notified accordingly.

Yours sincerely,

Headteacher

Appendix 7
Late collection 2 – Fine

Dear Mr and Mrs

I am writing to inform you that I am concerned that (child's name) has been collected late on a further occasion.

A charge of £10 for each 30 minutes or part of 30 minutes that your child is waiting for collection will be added to your Parent Pay account and you will be notified that the payment should be made.

Please ensure you have the appropriate arrangements in place as I expect your child to be collected on time from now on.

Yours sincerely,

Headteacher

Appendix 8

Children Missing in Education

Please note that this letter must be posted or hand delivered.

Child's name and DOB
Re: Child Missing from Education

Dear Mr and Mrs

I am writing to you because we are concerned about (Child's name) as he/she has not attended school since (Date last in school) and we are unaware of any new arrangements that have been made for your child's education.

As you are aware it is the responsibility of the parent/carer of a child to ensure that they are in full-time education under the Education Act 1996. This is now a safeguarding matter and is very serious.

Please contact the school as a matter of urgency with a forwarding address, if you have moved, providing us with updated contact details and if possible, the name of your child's new school.

If we have not heard from you within 5 school/working days we will refer this matter to the Children Missing Education Officer at Birmingham Local Authority who will then make enquiries with the Police, Social Care, and other statutory bodies to ascertain your child's whereabouts.

I look forward to hearing from you.

Yours sincerely,

Headteacher

Appendix 9

Exceptional Leave Letter

(Please note this letter must be either posted out to both parents, or given in person and not be given to the child to pass on)

Name & address of parents

Date

Exceptional Leave in Term Time

Dear Mr and Mrs

Further to your application for exceptional leave during term time, I write to inform you that I will not be authorising this absence. In line with the Department for Education and Staffordshire Local Authority guidelines, I am keen to optimise the learning opportunities for your child. There are 175 days per year allocated for school holiday & family activities.

It is my duty to draw your attention to Christ Church CE Primary School's Attendance Policy that specifies our position on Exceptional Leave during term time. In the disappointing event that you elect to pursue your travel plans, I will have no alternative but to refer this matter to the Local Authority.

The Local Authority may issue a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day then you will be summoned to court. A penalty notice will only be issued in the first instance. Therefore, if you have been issued with a Penalty Notice previously or you choose to take further exceptional leave during term time, the matter may be progressed straight to the Staffordshire Magistrate Court.

Yours sincerely

Headteacher

Appendix 10: 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	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