

STANBURN PRIMARY SCHOOL



Attendance Policy

Committee Responsible:	Governing Body
Review Date:	December 2025
Reviewed By: (Committee Name)	Full Governing Body
Next Review Date:	December 2026
Name and Signature:	Elaine D'Souza

The Harrow Attendance Team have created a Harrow Attendance Policy which they would like all Harrow schools to adopt as it supports the new school attendance guidance ([Working together to improve school](#)). They would like to see all schools in Harrow adopt the same attendance policy as they believe that this will support continuity throughout the borough in how attendance issues are handled.

The Stanburn School Attendance Policy has been updated using the Harrow template.

Contents

1. Aims	Error! Bookmark not defined.
2. Legislation and guidance	4
3. Roles and responsibilities	Error! Bookmark not defined.
4. Recording attendance	5
5. Authorised and unauthorised absence	7
6. Strategies for promoting attendance	8
7. Attendance monitoring	8
8. Monitoring arrangements	9
9. Links with other policies	9
Appendix 1: Registration codes	9

1. 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

We will also promote and support punctuality in attending lessons.

2. 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](#)

3. Roles and responsibilities

3.1 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

The Governors at Stanburn aim to meet the aims of this policy alongside the head teacher/ the designated senior attendance lead to raise attendance levels.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising a named SLT member 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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Malik and can be contacted via the school office at 020 8954 1423 /or office@stanburn.harrow.sch.uk

3.4 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 senior leader (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Ms Skenderaj and can be contacted via the school email at office@stanburn.harrow.sch.uk

3.5 Class teachers

Class teachers 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 via Arbor to the school office on the same day by 8.55 am.

3.6 School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/arrange meetings with the senior attendance lead in order to provide them with more detailed support on attendance

3.7 Parents/carers

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

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

Parents/carers are expected to:

- Make sure their child attends school every day on time
- Call the school to report their child's absence before 9.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. Where parents have not been able to make contact with the school to explain the absence, a written note or email notification can be sent on the child's 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

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4.1 Attendance register

We will keep an 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 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 if 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.

Pupils must arrive in school by 8.45am on each school day. The school operates a 'soft start policy' whereby pupils can arrive at 8.25am and start to go into their classrooms from 8.35am, so that they are ready for the start of the school day.

The register for the first session will be taken at 8.45am and will be kept open until 8.55am. The register for the second session will be taken within 10 minutes after their lunchtime slot ends(12.15pm-1.15pm).

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.15am or as soon as practically possible by calling the school office and

leaving a message on the absence line or send an email to office@stanburn.harrow.sch.uk . (see also section 7). Where parents have not been able to make contact with the school to explain the absence, a written note or email notification can be sent on the child's return. On receipt of this note, the school will decide whether to authorise the absence. If no note is received, or the reason offered is unacceptable, the absence is recorded as unauthorised

Absence due to illness is marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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 and parents/carers will be notified of this in advance.

4.3 Planned absence

At Stanburn School leave is not granted during term time, as it has a detrimental effect on pupil progress, pupil attainment and their attendance. It is a popular misconception that parents have the right to take their children out of school for a family holiday of up to 10 days during term time. This is not the case. By law, there is no right for parents to demand leave of absence for a child for the purpose of going on holiday or other social reason. The legal position is that only the school has the (discretionary) power to authorise any leave during term time in 'exceptional' circumstances only. The request must be made in writing, in advance (except in an emergency) and no travel arrangements should be made until the absence has been authorised.

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

Parents/carers should 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/carer 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.

In cases where a potential short-term absence is known in advance, such as for observance of a major religious festival as agreed by SACRE or an unavoidable dentist appointment, the school must be made aware in writing as soon as is practically possible in advance of the date, stating the reason for the likely absence. As noted above, such absence can only be authorised by the school, not the parent. Nonetheless in all circumstances, reasonable requests will be looked on sympathetically.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Pupils arriving after 9.15am are registered as unauthorised late. (U mark). Parents/carers of pupils who are persistently late are sent a first warning letter. If punctuality does not improve then parents/carers are called for a meeting. School offers support where possible eg breakfast club.

4.5 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/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may do a home visit after the second day of non-contact. A letter may be left at the house requesting the

parents/cares to contact the school urgently. If there is an older sibling at high school, they are also contacted. If there is no contact by day 3 then the Children Missing from Education (CME) officer is alerted.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and punctuality levels at the end of each term via their termly report card and at parents' evenings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

5.1 Approval for term-time absence

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

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 headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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 context behind the request.

Any request should be submitted as soon as it is anticipated before the absence and in accordance with any leave of absence request form, accessible via the school website or school office. The senior leader 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

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

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

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.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

The expected attendance rate for each child at Stanburn Primary School is 97%. The class(es) with the best attendance and punctuality in lower school and upper school are announced every Friday in the Attendance Assembly. They are awarded with the school bears, Dance (attendance) and Punch (punctuality). This information is shared with parents each week through Dojo to ensure that the importance and status of exemplary attendance is brought to the community's attention. At the end of the year those children with 100% attendance and punctuality are presented with a special certificate.

7. Supporting pupils who are absent or returning to school

The school will identify what's behind the absence. Common complex barriers may include:

- Medical or physical health issues (e.g., hospital stays, fatigue, pain)
- Mental health challenges (e.g., anxiety, depression, trauma)
- Social and family factors (e.g., unstable housing, young carer duties, domestic issues)
- Learning needs (e.g., SEND, undiagnosed difficulties, sensory sensitivities)
- Emotional or behavioural challenges (e.g., school-based trauma, bullying)

7.1 Pupils absent due to complex barriers to attendance

The school will:

- Provide emotional and Social Support
 - Named trusted adult
 - Someone the pupil can check in with daily.
 - Regular emotional check-ins using visual scales or journals.
- Provide a safe space

-Designate a quiet, low-stimulation space where the pupil can regulate emotions when overwhelmed.

- Therapeutic approaches
 - Embed ELSA support (Emotional Literacy Support Assistants).
 - Use play, drawing, and storytelling to help younger pupils process emotions.

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

The school will:

- Build a team around the child
 - Involve parents/carers, SENCO, pastoral staff, school nurse, educational psychologist, and external services (e.g., CAMHS, social care).
 - Share relevant information (with consent) to ensure consistent messages and coordinated plans.
- Regular review meetings
 - Hold multi-agency meetings to review progress and adapt plans.
 - Give the pupil a voice where appropriate (e.g., via drawing, simple questionnaires, or "All About Me" sheets).

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

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

The school will:

- Prepare a gradual reintegration plan
 - Start with reduced hours or part-time attendance if necessary.
 - Introduce short, structured sessions in a calm area before rejoining the full class.
- Individual Risk Assessment / Return-to-School Plan
 - Include:
 - Medical or emotional triggers
 - Reasonable adjustments needed (e.g., quiet spaces, movement breaks)
 - Key adults and communication routes
 - Safe or "calm down" strategies
- Prepare peers sensitively
 - Without breaching privacy, help classmates understand inclusion and empathy.
 - Reinforce a culture of kindness and belonging.
- Prepare an academic reintegration plan with flexible learning
 - Provide differentiated, manageable tasks to rebuild confidence.
 - Focus on core skills first (literacy, numeracy) before broad curriculum reintegration.
- Blended learning options
 - Allow home-based or hospital-based learning support if needed.
 - Use simple digital tools (e.g., Class Dojo messages) to maintain continuity.
- Celebrate progress
 - Track and celebrate small steps — attendance minutes, completed work, joining in group activities.

The School will review and Reflect reintegration plans weekly (initially) and then termly. They will adjust plans based on attendance, wellbeing indicators, and family feedback. They will keep the pupil and family at the center of decisions.

8. Attendance monitoring

The Senior Attendance Lead and Attendance officer meet every week and analyse the school's attendance data. Persistent absentees and persistent late comers are identified. The reason for poor attendance (logged on Arbor) is looked at. Where patterns are forming those pupils are then flagged and initially monitored internally for the next two weeks.

Further more detailed analysis of the data is carried out where the pupils are put in relevant categories ie Pupil Premium, SEND, CIN/CP etc... The school meets with the families to identify the barriers to good attendance and punctuality. Through discussion families are offered support and strategies are shared to help improve attendance.

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
 - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
 - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
 - Implement sanctions, where necessary (see section 5.2, above)
 - Procedures followed by the school for targeting unauthorised absence –
 - Text/email sent to parents inviting them to make an appointment
 - If there is no response to text/email then phone call by RM for a meeting
 - During the meeting a verbal warning is given and process explained. Support and help is offered
 - If absence continues then a letter of warning letter is sent
 - Parents are then invited for another meeting to discuss potential FPN referral
 - If absence continues then MASH referral can be made.

9. Monitoring arrangements

This policy will be reviewed annually by Mrs Malik, Senior Attendance Lead, as well as if guidance from the local authority or DfE is updated. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Harrow Council's AIM (Attendance Intervention Model) policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	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	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • 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