St Ralph Sherwin
Catholic Multi Academy Trust



Attendance Policy

Version 2
November 2025

One of three Catholic Multi Academy Trusts in the Diocese of Nottingham

Document Provenance

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1	11 July 2024	Incorporates updated guidance as set out in Working together to improve school attendance (August 2024)
2	07/11/2025	**1. Preservation of Admission and Attendance Registers (Regulatory Update)** • Updated to reflect the amended *Education (Pupil Registration) (England) Regulations 2006*. • The retention period for admission and attendance register entries has been **extended from three years to six years**. • Every **backup copy** of the attendance register must now also be **preserved for six years** after the end of the school year to which it relates.

		• This ensures full compliance with the latest Department for Education requirements.

'And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, but encouraging one another.' Hebrews 10:24-25

1. Why attendance is so important

St Ralph Sherwin Catholic Multi-Academy Trust (the trust) prides itself on its staff who work tirelessly every day to provide the best education for our pupils. The curriculum is designed in a way that builds on learning each and every day and its essential that children attend regularly to achieve their potential. There is clear research nationally that shows that young people with high attendance achieve better academic outcomes (SATs results, GCSEs, A-levels and vocational qualifications). There is also evidence that they have better social and emotional development, personal resilience and stronger friendship groups which have lasting benefits.

For some, school is also a safe environment where professionals can support and safeguard pupils.

For these reasons the trust takes a proactive and supportive approach to maximising attendance of all pupils recognising the benefits regular attendance provides. Schools will be empathetic of pupil absence for illness and will work alongside parents and carers and other agencies to address wider issues that may be preventing a child attending school on a regular basis.

The law makes clear however that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a legal duty to ensure that poor school attendance is addressed quickly and effectively.

2. Legislation and Guidance

This policy meets the requirements of the Department for Education Working together to improve school attendance guidance and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

- ***Persistent*** *absence refers to pupils who miss 10% or more of school*
- ***Severe*** *absence refers to pupils who miss 50% or more of school.*

Equates to **2** days off a year.	99%	Excellent attendance
Equates to **5** days off a year.	97%	Good attendance
Equates to **10** days off a year.	95%	Slight concern
Equates to **20** days off a year.	90%	Concerned
Equates to 30 days off a year.	**85%**	**Very concerned**

3. Our Trust Approach

St Ralph Sherwin CMAT recognises that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported, and their progress acknowledged, in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.

- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to their full potential.

4. Expectations

We have high expectations as a school because that is what every pupil deserves. To that end we:

Expect the following from parents/carers:

- To ensure their children attend school regularly and punctually.
- To ensure that they contact school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact school whenever any problem occurs that may affect their behaviour or performance.
- That they will inform a member of staff of any problem or reason that may prevent them from attending.

We expect the following from all our pupils:

- That they attend school regularly.
- That they will be on time, ready to learn and be appropriately equipped for the day.
- That they respect others right to learn.

Parents and pupils can expect the following from their school:

- Regular, efficient and accurate recording of attendance.
- Early contact from school to parents/ carers when a pupil fails to attend without providing a reason.
- Immediate and confidential action on any problem notified to us.
- Schemes to reward good attendance.
- A high-quality, holistic education framed in the context of the Catholic foundations of the trust.

- Education welfare support in conjunction with the local authority to provide support, advice and guidance to pupils, parents and carers for all aspects of school attendance.

5. Roles and Responsibilities

The Trust Board

Ensures that the Attendance Policy is updated annually and monitored with updates through the Curriculum and Standards Committee.

The Local Governing Body (LGB)

The LGB is responsible for monitoring attendance figures for the whole school on a termly basis (via the Headteacher's Report). It also holds the Headteacher to account constructively for the implementation of this policy and the systems in place to identify and respond to trends in non-attendance.

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy in 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.
- Authorising the issuing of fixed-penalty notices in line with local authority guidance.
- 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

The SLT member with responsibility for attendance 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 attendance officer

- The school attendance officer is responsible for:
- Monitoring attendance data across the school and at an individual pupil level.
- Reporting concerns about attendance to the Headteacher.
- Working with education welfare officers to tackle persistent absence.
- Arranging calls and meetings with parents to discuss attendance issues.
- Advising the Headteacher when thresholds have been reached to issue fixed-penalty notices.

Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office. They also have a key role in creating an environment where pupils want to come to school to learn.

School office staff

School office staff are expected to take calls from parents about absence and record it on the school system.

6. Recording Attendance

Attendance register

The school will maintain an attendance register and place all pupils onto this register.

The school will take an 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

The school will use the national attendance coding that is summarised in appendix 1.

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

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 will be published alongside the national statistics. All data will be anonymised and published by the Department for Education.

The school 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 8.45 am on each school day.

The register for the first session will be taken at 8.45 am and will be kept open until 8.55 am. The register for the second session will be taken at 1.15 pm (amend as appropriate if lunchtimes are staggered).

7. Encouraging Good Attendance in School

The school will work alongside parents and carers to encourage high attendance by all pupils. To achieve this the school will ensure:

- Accurate completion of registers in school.
- Attendance checks when the register has closed.
- Recording of good attendance on individual progress reports.
- The school will aim to provide Education Welfare support to identify and provide support, advice and guidance to pupils and their families who have attendance issues.
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the education welfare officer if necessary.
- Sending parents regular absence figures as appropriate including positive letters of encouragement.
- An 'improved attendance' award for any pupil showing a significant improvement in attendance, as appropriate.
- Celebrating outstanding attendance during achievement assemblies.

We will monitor and analyse data to identify those that need support

We will ensure that:

- Our school will regularly analyse data to both identify and then provide support to pupils or cohorts that need it.
- Our school will look at historic and emerging patterns and develop strategies to address these.
- Our school will share anonymised data with the Trust Board, Local Authority and Department for Education through the DfE's school absence national statistics releases.
- Our 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 Local Governing Body.
- Our LGB has the data to make informed challenge as to the strategies in place to address persistent absence.

We aim to engage with families, understand barriers to attendance and work together to remove them.

In the first instance our school will support pupils and parents/ carers by:

- Working together to understand and address any in-school barriers to attendance.
- Meeting with the families of those at risk of persistent or severe absence and agreeing actions or interventions to improve the situation.
- Making referrals to services and organisations that can provide support.

Where absence intensifies, we will provide additional support, such as:

- Holding more formal conversations with the parents and pupils.
- Working with your local authority (LA) and other relevant partners.

Attendance meetings

Parents/carers of pupils with poor attendance will be invited to attend an attendance meeting. This may include a variety of professionals involved with pupil welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to the relevant local authority to begin legal processes. This is first and foremost a supportive process to try an identify the things that are barriers to a pupil's attendance and strategies to overcome these. These school must however set out the risks of further action, including ultimately prosecution, if things do not improve.

Should poor attendance continue then a referral shall be made to the relevant Authority for further action which may include the commencement of legal proceedings/ issuing of a Penalty Notice.

Where voluntary support has not been effective and/or not been engaged with, we will work with our LA to put formal support in place. Such as:

- Use a parenting contract or an education supervision order.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe.

, visits may be unannounced to ensure the immediate welfare of the child.

8. Supportive Escalation Approach

The trust recognises that school absence can be the consequence of a range of issues and as such will work proactively with parents/ carers to address any underlying cause. Staff will be supportive of pupils and parents/ carers but ultimately need to ensure that action is taken to ensure pupils attend school consistently.

Stage 1: building and reinforcing a culture of strong attendance
• Promote strong attendance including through information shared with parents and carers when pupils join the school. • Reminders to parents/ carers via newsletters, text messages and posters around school. • Celebrating pupils that have 100% attendance and celebrating year groups with strong attendance. • Continuous professional development for staff. • A welcoming school environment based on our Catholic faith.
Stage 2: attendance falls below 97% due to illness or unauthorised absence
• Closer monitoring • Informal dialogue with parents/ carers about any issues that may be affecting attendance.
Stage 3: attendance falls below 95% due to illness or unauthorised absence
• Initial letter home notifying parents/ carers of concern and that attendance will be monitored. • Dialogue with parents as to any barriers to attendance including any social or emotional factors such as anxiety around attending school. • 4-week monitoring period where attendance is monitored for improvement.

• If after 2 weeks there is no improvement, then a further notification home highlighting ongoing concerns • Child's Social Worker or Virtual Head to be notified where appropriate.
Stage 4: attendance falls below 90% and significant concern and referral to Education Welfare
• If attendance has dropped below 90% then notify parents/ carers that their child is now classed as a persistent absentee and that if there isn't significant improvement then they will be called to a meeting to agree an action plan to improve attendance. • Dialogue with parents as to any barriers to attendance including any social or emotional factors such as anxiety around attending school. • Child's Social Worker or Virtual Head to be notified where appropriate. • If attendance is still below 90% after an attendance action plan has concluded, a meeting will be held to make clear what the next steps are with a letter sent following the meeting setting out any agreed actions. • The school to refer the case to the Local Authority, with a view to a Penalty Notice being issued or prosecution.

9. Punctuality

Being punctual when coming to school is really important. Coming to school late is both disruptive for the pupil and for others including other pupils that had attended on time. For some pupils being late could be embarrassing and anxiety inducing.

Attending late may mean that a pupil misses important instructions at the start of a lesson making it more difficult to follow the flow of a carefully prepared lesson. Persistent lateness can also affect important opportunities for a pupil to build and maintain social interactions and friendships with their peers.

Punctuality is also an important attribute in life beyond school.

The school has a policy on how long registers should be kept open to account for one off unforeseen circumstance but also to ensure a calm and structured start to the day for all pupils. A pupil arriving after the register has closed will be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019). In our school registers close10 minutes after it is opened.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues,

parents/carers will be contacted, and a meeting will be arranged to discuss this. If no improvement is made, a penalty notice may be requested from the relevant Local Authority.

10. Leave of Absence and Responding to Non-Attendance

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 including:

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

A leave of absence will not be granted for a pupil to take part in an organised protest activity during school hours.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. The decision of the Headteacher does not set a precedent in terms of how future requests will be responded to.

Any request should be submitted as soon as it is anticipated and, where possible, at least 12 school days before the absence, and in accordance with any leave of absence request form. The Headteacher may require evidence to support any request for leave of absence.

Reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and

has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by heavy snow, a lack of access arrangements, or because the school premises are closed.
Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Only persons with parental/carer responsibility can report absences. Parents/carers can report via their school office. The school will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

The Headteacher will only grant an **exceptional leave of absence** to a pupil during term time if the request meets the specific circumstances including:

- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Attending an interview.
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher may consult with the Director for Performance and Standards or Governance Manager prior to any authorisation being given to the parent.

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 12 school days before the absence. The Headteacher may require evidence to support any request for leave of absence.

Matters **NOT** considered 'exceptional circumstances' include:

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.
- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child's birthday)

St Ralph Sherwin CMAT Trust will not agree a 'leave of absence in circumstances such as:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the Local Authority for action.

If parents take pupils on holiday during term time the school **will not** provide extra work; pupils will be expected to catch up with any work they have missed when they return from the holiday.

St Ralph Sherwin CMAT recognises that given the location of some of its schools being close to different Local Authority borders, parents/ carers with children at different schools may be faced with their children's term dates being different for each school they attend. On an exception basis, where this is the case, the Headteacher may use their discretion in treating the absence as unauthorised but not recommend additional action by the Local Authority (should the absence have been notified in advance). This in practice means whilst the absence will be recorded as unauthorised the Headteacher wouldn't request the Local Authority issue a Penalty Notice. In all other cases where pupils are taken out of school for holidays this will be treated as unauthorised absence where a Penalty Notice will be issued if the trigger of number of days absence is reached.

Home visits where pupils don't attend school: When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by text message or phone call. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

Medical Appointments: Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

Medical sick notes: where pupils have had on-going regular absence, medical evidence would need to be provided.

11. Measures to direct parents/carers not co-operating with supporting their child back into school

We will always work constructively with parents and carers to improve a pupil's attendance. When this co-operation between the school and parents/ carers is unsuccessful then the school has an obligation to escalate the matter which may mean parents/ carers being issued with a Penalty Notice or taken to court.

Under a national framework (meaning all schools must take the same approach) councils can issue Penalty Notices for families whose children are persistently absent. The Penalty Notices are as follows:

Time	Penalty Notice
If paid within 21 days	£80
If paid within 28 days	£160
If a parent receives a second fine for the same child within any three-year period	£160
Court prosecution for child not attending school	£2,500

Penalty Notices are a last resort and will only be issued if other means of improving a child's attendance have failed. Penalty Notices are issued by the council and not the school. The money generated from fines goes to the council to help fund the running of attendance services. The money does not go to the school.

If fines prove ineffective then the council may take further action including:

- **Seek an Education Supervision Order from the family court** – if the council thinks parents/ carers need support getting their child to go to school but are not co-operating, they can apply to a court for an Education Supervision Order. A supervisor

will be appointed to help parents/ carers get your child into education. The council can do this instead of, or as well as, prosecuting parents/ carers.

- **Prosecute parents/ carers** – this means parents/ carers have to go to court. Parents/ carers could get a fine, a community order or a jail sentence up to 3 months. The court could also give parents/ carers a Parenting Order.

12. Truancy

Pupils who are discovered to have truanted will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents/ carers will be contacted and kept informed of events. As a sanction, the truant will be expected to make up the number of hours they have missed in school detentions. All incidents of truancy will be recorded as unauthorised.

13. Off-site Provision

Where the school uses off-site providers the responsibility for external partners is to ensure the following:

- Accurately register pupil(s) on placement.
- Notify the academy before 10.00am of any pupil absence.
- E-mail/post weekly attendance registers to nominated member of staff at the school.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a pupil leaving the provider's premises without prior authorisation.

14. Children Missing in Education

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with **'Children Missing Education: Statutory Guidance for Local Authorities**[1]

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

[1] https://www.gov.uk/government/publications/children-missing-education

15. Emotional or Anxiety Related Non Attendance

Where a pupil is believed to be experiencing anxiety, the school will liaise with parents/carers and make initial assessment as to the child's needs to support them back into school through addressing their anxieties towards school. The schools SENDCo or other designated staff member will ensure that all school staff have an awareness of anxiety-based school non-attendance and the support that can be put into place to support children who are feeling anxious about attending school. This may include:

- Offering time for parents/carers to raise any concerns with a member of school staff and for discussion regarding first steps of support.
- Beginning to gather pupil voice about worries relating to school.
- Being aware that some children will face particular challenges, in the school environment, with regard to their emotional wellbeing.
- Being able to identify when pupils are experiencing challenges to their emotional wellbeing or learning and when this is leading to missing time at school.
- Working with staff to make changes that will support individual pupils.
- Co-ordinating support with relevant staff in school, including the lead for Mental Health and external specialist support where appropriate.

The school will ensure that the existing systems around analysing absence are able to identify the different types of unauthorised absence (i.e. anxiety related, truanting, parent/carer condoned absence) and appropriate support implemented.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the school immediately.

If a child has long term absence, the school will endeavour to maintain regular communication with the pupil and family. School will seek support from professional outside agencies to provide additional help to the pupil and family.

16. Agency Liaison

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our pupils including:

- Targeted Support; Family Services.

- Educational Psychologists.
- School health
- Social care
- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

The school will work constructively with all agencies to look to improve attendance of a particular pupil and flag safeguarding concerns where appropriate.

17. Data Protection

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Appendix 1: Attendance Codes

These codes are correct as of September 2025:

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		
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