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Next review:	September 2027
Staff Responsibility:	A Facchin
Linked policies:	Safeguarding, children missing in education
Signed by chair:	O Omonjahio
Date:	September 26

Attendance and Punctuality Policy

2026-27

Boarshaw Community Primary School expects the highest attendance and punctuality from all pupils, at all times.

We support pupils and their families to ensure that excellent attendance is achieved.

As a school we have a duty, by law, to –

- ***Promote good attendance and reduce absence, including persistent absence;***
- ***Ensure every pupil has access to full-time education to which they are entitled; and,***
- ***Act early to address patterns of absence.***
- ***Encourage all pupils to be punctual to their lessons***
- ***Ensure all parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.***

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. This policy has been updated in line with the Department for Education statutory guidance 'Working together to improve school attendance' (updated 9 July 2026). Attendance is an essential foundation for positive outcomes for pupils and is everyone's responsibility in school.

1. Overall Aims:

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.

- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day to day

2. Legislation and guidance

- This policy meets the requirements of the Department for Education statutory guidance 'Working together to improve school attendance' (updated 9 July 2026) and the current statutory framework for school attendance in England.
- 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 School Attendance (Pupil Registration) (England) Regulations 2024
 - The Education (Penalty Notices) (England) (Amendment) Regulations 2024 and the National Framework for Penalty Notices
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Rights and responsibilities for attendance/punctuality:

The Legal Framework:

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance

The governing board:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

Head Teacher:

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Rochdale Local Authority policies and procedures.
- To consider the use of Penalty Notices, in line with Rochdale Local Authority policies and procedures.

Deputy Head Teacher:

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.

- To meet with the School Administration staff and Children's Welfare Officer to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with external agencies such as the Education Welfare Officer and make referrals where necessary, or delegate responsibility to others.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the teachers, to plan for the reintegration of pupils after long-term absence.
- To revise and amend the policy, as required.

School administration staff:

- To carry out and record the outcome of first response calls, when a child doesn't arrive at school when no reason has been received.
- To monitor weekly attendance data for year groups.
- To use the monitoring system 'Attend' to send communication to parents as needed.
- To check the school answer phone and take messages from parents/carers about pupil absence.
- To promptly inform the DHT or Children's Welfare Officer, if there are any concerns relating to attendance/punctuality
- To support the DHT in producing weekly/termly/yearly data for SLT to analyse.
- To record reasons for absence and updating class registers.
- To implement the daily checking of SIMS registers after the morning and afternoon registration sessions.
- To maintain SIMS attendance records in line with this policy.
- To liaise with and report to with outside agencies such as the Education Welfare Service.
- To report to the Local Authority, as requested.
- To oversee the admission and induction of new pupils.
- To support DHT with the promotion good attendance and punctuality.
- To ensure staff are following the registration systems and structures in this policy.
- Inform parents of school procedures, when parents have failed to inform the school.

Staff:

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
- To keep accurate and up-to-date daily records of pupil attendance through the SIMS register system.
- Take a formal register of all pupils twice a day. This is done on the school's SIMS system at 8.45 am and 1.00 pm.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.

- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- To promptly inform the DHT, of pupils who persist with poor attendance.
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings and via Assertive Mentoring target sheets.

Safeguarding:

- Child protection and safeguarding concerns must be acted on immediately in line with the school's Child Protection and Safeguarding Policy. Absence, repeated or unexplained absence and changes in patterns of attendance can be important safeguarding indicators. Staff must remain alert to children missing education, neglect, exploitation and other risks. Concerns about vulnerable pupils, including pupils with a social worker, must be shared promptly with the Designated Safeguarding Lead and recorded in line with school safeguarding procedures.

Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know. Where possible, these should be made outside of school times. Pupils should be brought back to school after appointments. Pupils should miss as little time as possible. Parents are expected to provide evidence of medical appointments and evidence of illness that has meant the child has had time off school.

Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school to on the first day of absence for their child.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

The Local Authority, through the Educational Welfare Service, is expected to:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions.
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and Strategies for promoting/rewarding excellent attendance:

4. The school action plan: see appendices 1, 2 and 3 for more details

Aims:

- To ensure good attendance and punctuality is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality through rewarding good attendance and punctuality.
- To target individual pupils and their families to ensure improvements are made.

Weekly Celebration Assemblies

Celebration Assemblies are held every week in school. Pupils are informed on a weekly basis of attendance achievements. The class achieving the highest attendance, receives the attendance prize. The winning classes also gets a star on their class attendance chart, the class with the most stars at the end of term gets a treat afternoon.

This develops healthy competition between year groups to improve attendance. It also engages the form teacher in conversation with their classes about attendance.

School Newsletter and website

Each month, the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality. This information is also included on the school website and via twitter.

School Attendance Board

The board includes attendance information and information about the classes with the highest attendance and punctuality. Details of how parents can support the school by improving their child's attendance and punctuality, is also included.

Breakfast Club

Breakfast club runs every day and is free for targeted pupils. This supports parents by allowing them to drop their children off from 8.00 am, ensuring they are on time for school.

The School Learning Environment

A welcoming, organised learning environment, that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

Parent/teacher consultation evenings

This provides an opportunity for form teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. The class teacher then monitors this. If there is no improvement in attendance/punctuality, the pupil is referred to the DHT.

5. Monitoring and Recording Attendance & Punctuality

Class Registers

Class registers are recorded using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. The admission and attendance registers are kept electronically in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Every entry will be preserved for 6 years from the date on which the entry was made.

Morning Register

Gates are open at 8.35am, doors are open at 8.40am.

Class registers are to be taken at 8.45am.

From 8.45 am the school playground gates are closed. The school administration staff are responsible for children arriving late. Late pupils are signed in by parents on Inventory. This is to ensure that no children are missed on the register due to arriving in school late.

Children arriving after 8.45am are recorded as 'L' (late) in the register.

Children arriving after 9.15am are recorded as a 'U' (arrival after registration closed).

The School Administrator officer then checks that the children who have arrived late have been marked in the registers and corrects any mistakes or inputs codes for children who are known to be absent. Absence codes are in the appendix.

The administrator then begins first day absence calls for unexplained absences.

Afternoon Register

Registers must be done at 1pm, by teaching staff straight after lunch before afternoon lessons commence.

Attend

Through our school system 'Attend', we monitor attendance closely and communicate attendance news regularly with parents. This may include

- Celebration of strong and improved attendance and punctuality
- Improved attendance or punctuality email
- 10 in 10 notice to improve letter
- Email to inform you that you child has been placed in a monitoring stage
 - General – above 95%
 - Stage 1 - 90% - 94.99%
 - Stage 2 - 85% - 89.99%
 - Stage 3 - 0% - 84.99%

We also use Attend to monitor groups of pupils within school, the system may alert us to conduct a home visit or other action.

Monitoring First Day 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 9:30am or as soon as practically possible by calling the school admin staff.

Parent/carer's are able to notify the school by email: office@boarshawprimary.co.uk or by telephone 0161 653 9536

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The admin staff follows this system:

- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded in SIMS.

The admin staff must take reasonable steps to establish the circumstances of every absence. Code N (circumstances not yet established) must be amended to the appropriate attendance or absence code as soon as the reason is established and no later than 5 school days after the session. Where the circumstances cannot be established after reasonable enquiries, the absence will be recorded using code O.

Pupils who have been identified as vulnerable will be highlighted to the safeguarding team via CPOMS and verbally. Home visits may be conducted.

Emotionally based non-attenders (EBNA)

When a child is not attending school due to emotional needs, we would refer to the local authority guidance on EBNA.

Attendance Meetings

The attendance team monitors individuals, classes, year groups, different ethnic groups, SEN, LAC, children with/had social care involvement, vulnerable pupils and FSM pupils. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 95% and parents are invited to work in partnership with the school.

When attendance concerns relate to SEND, disability, physical or mental ill health, the school will work with the pupil and family to understand barriers, consider reasonable adjustments under the Equality Act 2010, and coordinate appropriate support. Legal intervention will not be used as a substitute for appropriate support.

Summary of procedures to promote good attendance/punctuality:

Extended Holidays/Holidays during term time:

Leave during term time will not normally be granted. The Headteacher may grant a leave of absence only where the circumstances meet the grounds permitted by the School Attendance (Pupil Registration) (England) Regulations 2024, including where exceptional

circumstances apply. Each request will be considered individually. The school recognises that absence may also present a safeguarding risk and will make appropriate enquiries where necessary.

Where leave is requested because of exceptional circumstances, the Headteacher will consider the specific facts and circumstances of the request. Examples may include:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have led you to request leave in term time for your child/ren, please email the school office. The Head Teacher will then decide, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

Using data to improve attendance

The school will:

We use an attendance monitoring system called 'Attend'. Through this system we are able to provide 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.

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. Provide access to wider support services to remove the barriers to attendance. Individual Attendance Support Plans for severely absent pupils are used as a way to engage and support families to ultimately improve their child/ren's attendance. Penalty notices can be issued for extended term time leave and/or poor school attendance; these are considered on a case by case basis. If, following the steps above, school has seen no improvements then the parent/carer will be invited to an attendance panel, where an Educational Welfare Officer may be present. A referral to the Education Welfare Service would be considered once certain criteria has been met, where further legal proceedings could be arranged.

Working with the Local Authority

We monitor the children's attendance on a regular basis. We analyse individual pupils, classes and year groups. We also look at different groups of children including – vulnerable, SEND, C4C, boys/girls, FSM etc. Persistent absentees, severely absent pupils, alternative provision, part-time timetables, lateness and punctuality. We have a duty to discuss all attendance with the Educational Welfare Officer. Targeted Support/Confidential discussion meetings take place on a termly basis with the Educational Welfare Service.

The school work closely with the Education Welfare Service to monitor all pupils' attendance including;

- Vulnerable children
- Children who have a Social Worker
- EHCP or SEND
- Persistent absence (below 90%)
- Severely absent from school (below 50%)
- On an alternative provision
- On a part-time timetable
- Poor punctuality.
- Good attendance.

Penalty Notices

If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

National Framework for Penalty Notices:

The school will follow the Department for Education National Framework for Penalty Notices and Rochdale Local Authority's code of conduct. The national threshold is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The 10 school weeks may span different terms and school years and may include any combination of unauthorised absence, including unauthorised holiday and late arrival after the register has closed.

- Reaching the national threshold means that the school must consider whether a penalty notice is appropriate. Decisions will be made on an individual case basis and in line with the 'support first' approach. Where support is appropriate, the school will seek to understand and remove barriers to attendance before progressing to legal intervention.
- Where the threshold has been met and support is appropriate but has not been engaged with or has not resulted in sufficient improvement, a Notice to Improve may be issued as a final opportunity to improve attendance before a penalty notice is considered. A Notice to Improve is not required where support is not appropriate, for example in some cases of unauthorised leave in term time.
- For a first penalty notice issued to a parent in respect of a particular pupil, the charge is £160, reduced to £80 if paid within 21 days. A second penalty notice to the same parent for the same pupil within 3 years is £160 with no reduced rate. A third penalty notice cannot be issued to the same parent for the same pupil within 3 years of the first; other legal intervention will be considered where appropriate.
- Penalty notices may be considered for unauthorised leave in term time, unauthorised absence and persistent late arrival after the register has closed where the national threshold is met. Each case will be considered individually and in accordance with the National Framework and the Local Authority code of conduct.
- Before enforcement action is considered, the school will take account of relevant circumstances, including SEND, disability, medical needs and its duties under the Equality Act 2010, and will consider whether appropriate support and reasonable adjustments have been provided.

Section 444(1) Education Act 1996:

“If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.”

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- penalties and prosecutions are in respect of each parent for each child.
- Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.
- These prosecutions are criminal proceedings and could result in you having a criminal record.

The following Appendices support this policy:

Appendix 1: School action plan

Appendix 2: Attendance procedures

Appendix 3: escalation of intervention

Appendix 4: absence in one school year

Appendix 5: Attendance codes

Appendix 1: School action plan

Stages

General – above 95%
Stage 1 - 90% - 94.99%
Stage 2 - 85% - 89.99%
Stage 3 - 0% - 84.99%

Stage 3 - these are children whose attendance falls below 84.99%.

- Immediate EWO involvement. EWO would contact parents via telephone, home visit or letter.
- EWO would monitor and could be referred to FTIA (fast track to improve attendance) or may receive a penalty notice.
- Parents will receive a phone call on first day of absence. Home visit may occur.
- Letters of improvement or continued absence sent via Attend.
- An improvement in attendance and punctuality would result in a recognition/prize

Stage 2 - these are children whose attendance falls between 85% - 89.99%.

- Immediate EWO involvement. EWO would contact parents via telephone, home visit or letter.
- EWO would monitor and could be referred to FTIA (fast track to improve attendance) or may receive a penalty notice.
- Parents will receive a phone call on first day of absence. Home visit may occur.
- Letters of improvement or continued absence sent via Attend.
- An improvement in attendance and punctuality would result in a recognition/prize

Stage 1 - these are children whose attendance falls between 90% - 94.99%. Parents will be asked to attend a meeting. During the meeting we will outline the importance for good attendance and go through attendance policy.

- Parents will receive a phone call on first day of absence.
- Will be discussed at EWO meetings and monitored

General - these are the children whose attendance is above 95%

Certificate every term

Pupils may be recognised for strong or improved attendance and punctuality. Recognition will be inclusive and will not disadvantage pupils whose absence is linked to disability, medical needs or other authorised circumstances.

Punctuality –

Children who are persistently late will be identified and the following course of action will apply

- Parents will be asked to come into school for a meeting. During the meeting we will outline expectations.
- Parents will receive a phone call at 8.15am.
- If punctuality is 100%, Attend will send a letter
- An improvement in attendance and punctuality would result in a recognition/prize

Whole school incentives-

Weekly - winning classes in school receive the trophy for the week

Pupils may be recognised for strong or improved attendance and punctuality, with individual circumstances taken into account.

Termly – Where attendance incentives are used, they will recognise positive attendance habits and improvement as well as high attendance, taking individual circumstances into account.

At the end of summer term, there will be three prizes to be won for the pupils who have raffle tickets.

Appendix 2: Attendance procedures

Daily procedures	By whom	Outcomes / action
Parents ensure pupils arrive at school on time	Parents/carers	
Parents inform the school by 9 am, if their child is absent that day	Parents/carers	Office/Support staff update registration codes
Pupils arriving late to school are registered at reception, by parents	Admin	Absence mark on SIMS amended to a late mark by admin staff
Teachers record attendance using the schools SIMS system. This is done at 8.45am and 1pm.	Teachers/Supply staff Teacher/TA	Staff use a paper register, if required. Teacher takes responsibility for promptly informing DHT/SA of concerns.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day DHT informed of attendance/punctuality	Admin staff DHT	Admin staff updates attendance codes
Weekly procedures	By whom	Outcomes / action
Attendance/punctuality statistics produced by year group and school	Admin staff	Entered into Attendance Overview spread sheet to allow for monitoring and analysis
Attendance statistics produced and shared in Celebration Assembly and displayed on the School Attendance Boards	Admin Staff	Parents are able to see which class(es) have been successful with their attendance.
Absence codes for individual pupils are updated using SIMS to show reason for absence	Admin staff	Information provided here is used to provide targeted interventions as appropriate
Half termly and termly procedures	By whom	Outcomes / action
Analyse attendance/punctuality data to monitor trends and progress	Admin/DHT	
Assemblies to promote attendance/punctuality and share term's data and progress	Admin/DHT	
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	HT/DHT	
Individual attendance/punctuality discussed with pupils and families, at parents' evenings	Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	DHT	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	DHT/HT	
Review success and impact of attendance/punctuality strategies for the term	DHT/Admin/HT	Amend and refine interventions as

Attendance – Escalation of intervention

SLT/admin staff/class teacher	99%- 100%	Recognise and reward continued attendance. Aim for 100% attendance
SLT/admin staff/class teacher	96%- 98%	Recognise and reward continued attendance. Aim for 100% attendance
SLT/admin staff	93%-95%	Look for patterns in data, send out letter. Set targets, incentive and reward any improvement
SLT/admin staff	90%-92%	Look for patterns in data, send out letter. Set targets, incentive and reward any improvement
SLT/EWO	80%-89%	Look for patterns in data, invite parents in for a meeting. Set targets, monitor closely. Reward any improvements.
SLT/EWO	Below 80%	Look for patterns in data, liaise with EWO for course of action

Appendix 4: absence in one school year



Absence from school

Children are required to attend school for 190 days each year.
The target for attendance is at least 95%

Attendance during one school year	Equals days absent	Which is 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	12 weeks	300 lessons
65%	67 days	14 weeks	350 lessons

How does your child's attendance compare with this target?

Children who miss school, achieve less.

Attendance codes - updated statutory codes from August 2024

Codes	Description	Meaning	Physical Meaning
/	Present at school - morning session	Present	In for whole session
\	Present at school - afternoon session	Present	In for whole session
B	Attending any other approved educational activity	Attending approved educational activity	Out for whole session
C	Absent with leave for other circumstances	Authorised absence	Out for whole session
C1	Absent with leave to participate in a regulated performance or regulated employment abroad	Authorised absence	Out for whole session
C2	Absent with leave: compulsory school age pupil on a temporary reduced timetable not required to attend	Authorised absence	Out for whole session
D	Dual registered - attending another school	Attending approved educational activity	Out for whole session
E	Suspended or permanently excluded and no alternative provision made	Authorised absence	Out for whole session
G	Absent without leave for the purpose of a holiday	Unauthorised absence	Out for whole session
I	Unable to attend because of sickness	Authorised absence	Out for whole session
J1	Absent with leave for an interview for employment or admission to another educational institution	Authorised absence	Out for whole session
J2	Absent with leave for a public examination	Authorised absence	Out for whole session
J3	Absent with leave for a local authority arranged entrance examination	Authorised absence	Out for whole session
K	Attending education provision arranged by the local authority	Attending approved educational activity	Out for whole session
L	Late before the register is closed	Present	Late for session
M	Absent with leave for a medical or dental appointment	Authorised absence	Out for whole session
N	Absent in circumstances not yet established	Unauthorised absence pending reason	Out for whole session

Codes	Description	Meaning	Physical Meaning
O	Absent in other circumstances without leave	Unauthorised absence	Out for whole session
P	Participating in a supervised sporting activity	Attending approved educational activity	Out for whole session
Q	Unable to attend because of lack of access arrangements	Authorised absence	Out for whole session
R	Absent on a day exclusively set apart for religious observance	Authorised absence	Out for whole session
S	Absent with leave for study leave	Authorised absence	Out for whole session
T	Absent because travelling parent is travelling for occupational purposes	Authorised absence	Out for whole session
U	Arrived after the register closed	Unauthorised absence	Late after register closed
V	Attending an educational visit or trip	Attending approved educational activity	Out for whole session
W	Attending work experience	Attending approved educational activity	Out for whole session
X	Non-compulsory school age pupil not required to attend	Attendance not required	Out for whole session
Y1	Unable to attend because transport normally provided is not available	Unable to attend due to exceptional circumstances	Out for whole session
Y2	Unable to attend because of widespread disruption to travel	Unable to attend due to exceptional circumstances	Out for whole session
Y3	Unable to attend because part of the school premises is closed	Unable to attend due to exceptional circumstances	Out for whole session
Y4	Unable to attend because the whole school site is unexpectedly closed	Unable to attend due to exceptional circumstances	Out for whole session
Y5	Unable to attend because pupil is in criminal justice detention	Unable to attend due to exceptional circumstances	Out for whole session
Y6	Unable to attend in accordance with public health guidance or law	Unable to attend due to exceptional circumstances	Out for whole session
Y7	Unable to attend because of another unavoidable cause	Unable to attend due to exceptional circumstances	Out for whole session

Codes	Description	Meaning	Physical Meaning
Z	Prospective pupil not on admission register	Attendance not required	Out for whole session
#	Planned whole-school closure	Attendance not required	Out for whole session