



Attendance Policy

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Change Log

Date Reviewed	Changes	Page
January 2025	Reference to Attendance Officer has been changed to Manager throughout the policy	
	Detail added to policy aim	2
	1.2 rewards updated & details of LA meeting included	2
	2.1 time of school day updated to 08:50 from 8.50am	3
	2.3 reporting part-time timetables to the LA	3
	2.4 HOY responsibility	4
	2.4 sanctions moved to 4.1	4
	2.5 House Tutor responsibility	5
	2.8, 2.10 & 2.11 typo	6
	PA & SPA details added to staged table	7
	4.0 punctuality information updated	9
	Section 4.1 included	
	5.2 removed pupil planner requirements	9
	5.2 added details of appointment evidence	9
February 2025	Added review date July 2025	2
	Page 4 court manager changed to officer	4
	Text in 2.1, 2.3, stage 4, 4.0, 5.2 edited	Various
	CME details updated as per guidance from the LA Attendance team	11
	Legal intervention updated as per guidance from the LA Attendance team	12

Commitment, Creative and Community

1 Policy Aim

Central Lancaster High School recognises the clear link between the attendance, punctuality and attainment of its pupils. The aim of this policy is to encourage the highest level of attendance for individual pupils, particular groups (including those who are vulnerable) and the school.

We recognise that promoting good attendance and punctuality prepares pupils for the expectations of working life, enables full access to the curriculum and supports pupils to make good academic and social progress.

This policy contains strategies used to improve school attendance and outlines the roles and expectation of all stakeholders in achieving excellent attendance.

1.1 Guiding principles

- To improve the overall percentage of attendance of pupils at our school, with an expected target of 97%
- To raise the profile of attendance and make it a priority for staff, pupils, parents/carers and the Governing Body
- To ensure that there is a provision of appropriate guidance and support for parents/carers, pupils and staff
- To develop and monitor clear procedures for maintaining accurate registers
- To develop a systematic approach to collating, analysing and acting upon attendance data in order to target attendance related issues
- To provide a framework within which all staff can work to provide a consistent approach to raising levels of attendance by using and working with relevant agencies as appropriate
- To provide a safe, caring and compassionate environment where every pupil can access all opportunities offered to them
- To work with pupils and their families to ensure good attendance and punctuality to school
- To have regard to the Disability Discrimination Act 1995 and make reasonable adjustments for pupils when required.

1.2 Our attendance culture

- Central Lancaster High School will have a solution-focused approach to overcoming barriers and improving attendance
- Letters, postcards, emails, text messages, form time materials, parent newsletters will communicate the importance of good attendance and celebrate successes regularly
- Our website has a clear link to the Attendance Policy, procedures and expectations <https://lancasterhigh.lancs.sch.uk/students/attendance/attendancebenefits>
- School assemblies and form time PowerPoints will have slides that include a focus on attendance for key pupil groups and timelines
- Rewards for forms and individuals for good attendance will include:
 - Post cards home to celebrate 100% attendance for a half term
 - Praise postcards, emails, phone calls- for pupils with improved attendance
 - Gifts and voucher awards in Achievement Assemblies
 - Positive posters- to promote good attendance in form rooms and around school
 - ClassCharts points for 100% attendance in weeks, half terms and terms for individual pupils and form groups
 - Celebratory breakfasts for forms with the best attendance in a half term
 - Prom tickets for Year 11
 - Awards for improved attendance for individual pupils
- Attendance will be a standing agenda item on all pastoral meetings
- The Attendance Manager meets weekly with the Acting Headteacher to ensure that we are doing all we can to ensure the good attendance of all CLHS pupils
- The Attendance Manager and Acting Headteacher meet half termly with our attendance support colleagues in the Local Authority to monitor CLHS attendance and discuss stuck cases.

2 Attendance Responsibilities

2.1 Expectations of parents and carers

Parents are responsible for their child attending the school regularly (Education Act 1996).

- To ensure that their child attends school on the days that it is open, dressed in full uniform, equipped to learn and on time (by 08.50)
- To avoid keeping their child absent from school for any reason other than illness or other authorised absence
- To contact the school by 08.50 on the first day of any absence from school, giving clear reasons for their child's absence by:
 - phone 01524 32636 (option 1 to report an absence)
 - email attendance@lancasterhigh.lancs.sch.uk
 - text **07943 107 504**
 - report via the 'Attendance Report' option on our website
 - <https://www.lancasterhigh.lancs.sch.uk/absence-reporting>
- If no indication of a return to school date is given, parents/carers should contact the school on each day of absence
- Provide a medical letter where appropriate, on their child's return to school that explains their child's absence
- Attend meetings at the school to discuss concerns regarding school attendance
- To arrange family holidays and activities outside of term time to limit impact on the child's progress
- To inform the school without delay, if they have concerns about any aspect of their child's education and school life, that they feel is hampering their attendance.

2.2 Expectations of pupils

- To attend school on the days that it open, dressed in full uniform, equipped to learn and on time (08.50)
- To avoid being absent from school for any reason other than illness or other authorised absence
- To catch-up on any missed work whilst they have been absent from school, as arranged with their class teacher and available on our Sharepoint platform
- To inform their House Tutor if they have any worries about any aspect of their education and school life, that they feel may hamper their attendance.

2.3 Expectations on staff

Together with the **Pupil Support Administrative Manager**, the **Attendance Manager** is responsible for following the accurate recording of school registers, systems of intervention, monitoring persistently absent (PA) pupils and keeping attendance intervention tracking up to date. Attend weekly meetings with the Acting Headteacher to analyse year group data, individual data and attendance plans, also to monitor impact of these plans.

Key tasks completed in conjunction with Heads of Year and SLT:

- Ensure that late pupils are met at reception and issued with a late card, providing an explanation to their period 1 teacher/House Tutor
- Check and chase form time registers; recording lates, taking calls/messages for absent pupils. Prioritising those most vulnerable (CIN, CP, LAC, FSM/ PP) make first day contact, via appropriate methods, with parents of absentees
- Follow up phone calls or emails for non-response/unsatisfactory reasons for absence
- Raise any concerns about vulnerable pupils absent from school with the Lead DSL and inform appropriate agencies where appropriate
- Where appropriate, conduct home visits encouraging pupils to attend school for the afternoon session prioritising vulnerable pupils and those who have been absent for the longest time
- Check and chase afternoon registers
- At timely periods throughout the day reconcile any missing marks for absent pupils or missing registers

- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the Acting Headteacher in the first instance during the working day
- Monitoring of PA against targets and administration of stage letter, panel meetings and stage 1-4 interventions
- Ensure that parents/carers who may wish to withdraw their child from attending school are contacted with the potential consequences explained. Keep formal records on CPOMs
- Ensure that the process for children missing in education (CME) is followed
- Ensure all part-time timetables, agreed by the Acting Headteacher, are communicated with the Local Authority
- Provide weekly, monthly, half termly, termly, annual data on attendance for Heads of Year, Acting Headteacher and our Local Governing Body as required
- Ensure that stages of intervention, including attendance penalty notices, are followed rigorously and outcomes are recorded accurately and in a timely fashion, to be ready for discussion with the Acting Headteacher in weekly line management meetings
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationships to engage parents/carers and provide support that results in a return to school at the earliest opportunity
- Keep in regular contact with long term absentees, accurately recording outcomes of communication on CPOMs. Liaise with the House Tutor/Head of Year/PSOs to ensure that effective reintegration strategies are used
- Identify pupil groups/individuals and cohorts and support House Tutor/Head of Year/PSOs in working with these groups to bring down PA
- Prepare detailed and accurate cases for referral through the Early Help Assessment as discussed with the Acting Headteacher. Attendance Manager to act as the Lead Professional in these cases. AM to liaise with the Court Officer to initiate legal interventions, where appropriate, and to follow identified protocol
- Collaborate with the Local Authority Attendance Team to support local and national initiatives, request support with stuck cases and share details of pupils on part-time timetables.

2.4 Heads of Year

- Using weekly, half termly and termly attendance data provided by the AM, monitor the attendance of pupils within the Year, taking note of patterns amongst pupils from groups, identifying and overcoming barriers
- Take appropriate steps such as meeting with pupils/parents/PSOs/agencies to support pupils and parents to reverse the trend of absence, identifying and implementing relevant pastoral support, closely and accurately monitoring and measuring impact of support against attendance data
- Liaise with AM to ensure that attendance systems are being followed and monitored rigorously
- Liaise with the AM to ensure that parents of pupils with poor attendance are receiving appropriate levels of support and challenge
- Lead House Tutors to create a positive culture of promoting and celebrating good attendance and punctuality
- Share attendance and punctuality data and information through fortnightly tutor briefings and weekly communication. Delegate actions to House Tutors; discussion with pupil, contact with parent, issue of report card, set targets for attendance and punctuality, praise where improvements are made in line with the stage 1-2 actions
- Screen stage 2-4 attendance letters issued by Attendance Manager
- Monitor and mentor pupils in the stage 3 intervention group identified with poor or deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Meet with House Tutors with attendance and punctuality being a standing agenda item
- Foster a positive culture of school attendance within the year group through assemblies, form-time PowerPoints, notice boards and constant reinforcements with pupils
- Liaise with parents on matters relating to the child's attendance, including supporting the AM in organising panel meetings for pupils at risk of being poor attendees. Then partake in follow-up review meetings, recording outcomes
- Support AM on complex cases and attend and/or provide relevant information for EHA referrals, TAF meetings, Attendance Panel meetings or penalty notices

- When leading reintegration meetings, set appropriate attendance targets as part of reintegration process
- Implement sanctions, in line with the school's behaviour policy where there have been instances of truancy or late misbehaviours
- Liaise with the AM and Acting Headteacher regarding a part-time timetable if felt this is an appropriate intervention for a pupil. Follow the school and LA procedure as part of this support.

2.5 House Tutors

- Ensure that registers are taken accurately within first 5 minutes of form time and that registers are maintained accurately
- Mark lates accurately, issuing lates for registration through ClassCharts and clearly communicating the penalty with the pupil
- Encourage good attendance through constant reinforcement of individual and form targets during form time. Offer encouragement and create a competitive culture where pupils want to be the 'best attending form' in the year and school
- Liaise with the Head of Year and AM as early as possible where there may be issues of attendance with individual pupils, groups within the form, or the whole form
- Complete stage 1 attendance actions for form cohort identified by the AM
- Monitor and mentor pupils in the stage 2 intervention group who have been identified as those with deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Deliver form time materials with enthusiasm. Create a safe and welcoming environment for all pupils. Forge positive relationships with all pupils within the form, creating a culture of belonging
- Provide appropriate pastoral support to individual pupils as directed by Heads of Year
- Contact parents/carers where absences have remained unexplained and to promote and celebrate good and improved attendance.

2.6 Pupil Support Manager and Behaviour Mentors

- Support AM and HoY with pupils identified as PA or in danger of becoming PA
- Maintain an awareness of the attendance of any pupils on active caseload
- Liaise with AM, parents and pupils to identify, discuss and remove barriers to learning
- Liaise and engage with external agencies to support pupils whose barriers to learning prevent them from attending regularly. Where necessary arranging and co-ordinating meetings with agencies and families
- Ensure a culture of good attendance and punctuality are supported and fostered within any conversations with pupils
- Support with daily home visits encouraging school attendance where required.

2.7 Class Teachers

- Take accurate register within first 3 minutes of the lesson during 'Do Now' activity
- Maintain register accuracy during the lesson where pupils arrive after the initial 3 minutes
- Email oncall@ if a pupil's absence is not explained on Sims and the pupil is not present in their lesson
- Mark any pupil that is late and note the minutes of lateness. Use ClassCharts to issue a P3 Late penalty
- Plan and deliver lessons that are adapted to meet the needs of the class and individuals
- Engage pupils by providing suitable challenge, conducting assessments and providing timely feedback
- Implement the school's behaviour policy, creating a safe, orderly and purposeful environment where all pupils feel valued within the school
- Implement rewards and penalties consistently and fairly. Develop a mutually respectful professional relationship with all pupils
- Where possible, ensure that work that is missed is caught up by providing class notes/handouts, and/or photocopy another pupil's work to be stuck into the absent pupil's book
- Acknowledge and appropriately celebrate a return from absence to further provide a sense of belonging to the class
- Proactively liaise with the pupil's House Tutor or Head of Year if there are any concerns.

2.8 Curriculum Leaders

- Develop Schemes of Learning and assessment that allow all pupils to access their curriculum
- Support class teachers in implementing rewards and penalties consistently and fairly
- Quality assure Teaching and Learning through learning walks, work scrutiny and pupil voice
- Support class teachers in ensuring any work missed through absence is caught up
- Monitor the progress of pupils who have/had attendance issues.

2.9 Careers Coordinator

- Raise aspirations of all pupils who are identified by Heads of Year/Careers Lead and include in all one-to-one interviews, referencing each pupil's attendance record, the importance of good punctuality and good attendance in the school for all post-16 pathways.

2.10 SLT

- To be aware of the school's vulnerable children and who are PA
- Ensure pupils are punctual to timetabled lessons whilst on-call
- To be involved in departmental QA and focus on interventions for PA pupils
- Continually review curriculum provision to ensure that pathways are appropriate and accessible to meeting the needs of all pupils.

2.11 Senior Attendance Champion (Acting Headteacher)

- To lead on whole school attendance and directly line manage the Attendance Manager
- Weekly meetings with AM and monitor daily/weekly actions
- Meet with HoY/PSOs to discuss most vulnerable pupils (PA) and those at risk of PA, and coordinate interventions alongside other pastoral issues
- Have full knowledge and understanding of all complex cases
- Present attendance data to SLT and governors when requested
- Continually review the attendance policy and procedures
- To make judgments on holidays and special absence requests.

3.0 Thresholds and interventions

Dependent on attendance figures (by session) pupils will be divided into 4 subgroups requiring 4 distinct stages of intervention. Each subgroup is identified on an attendance tracking document with interventions clearly flagged.

Percentage	Stage	Intervention
95.1-97%	1	<p>House Tutors celebrate pupil success at stage 1 with an Attendance postcard sent home to families, this is logged on ClassCharts.</p> <p>House Tutors email parents/carers of pupils where a decline in attendance has taken place. This communication takes place fortnightly and is logged on Cpoms.</p> <p>Pupils will be set targets to improve attendance up to the expectation of 97% and any pastoral support required will be identified and implemented.</p>
95-90.1%	2	<p>All pupils whose attendance falls below 95-90.1% will receive a stage 2 letter. This letter will clearly state that all further absences will be unauthorised unless medical evidence is received.</p> <p>Continued pastoral support will be given and attendance monitored, once attendance meets the expected target of 97%, no further action will be taken.</p> <p>House Tutors promote improved attendance for pupils identified as stage 2 by the Attendance Manager. House Tutors have daily conversations with pupils to encourage positive attendance and engagement with school. This action is logged on Cpoms.</p>
90-50.1%	3	<p>Persistently absent (PA)</p> <p>Pupils whose attendance falls below 90% will receive a stage 3 letter and will be invited in for an attendance meeting with the Head of Year. All further absences will be unauthorised unless evidence is produced to explain the absence.</p> <p>Pupils below 90% will receive a home visit, and where there is an unsatisfactory reason for absence or they are identified as vulnerable (CIN, CP, SEND, FSM, PP etc.). This will be recorded on Cpoms.</p> <p>Heads of Year work with pupils identified as stage 3 by the Attendance Manager. Heads of Year meet weekly with their stage 3 pupils to develop a positive culture of attendance, overcome barriers to attendance and work with pupils and families to promote good attendance. This action is logged on Cpoms.</p> <p>Pupils at stage 3 will continue to receive pastoral support, monitored until attendance reaches 97% or above.</p>
Below 50% SPA	4	<p>Severely absence pupils</p> <p>Pupils whose attendance falls below 50% will be invited in for an attendance panel meeting with the AM. The aim of the meeting is to create an Attendance Support Plan for each pupil and to create clear targets for improved attendance with appropriate internal and external support included where necessary. Support from the Local Authority Attendance Team may be requested at the panel meeting.</p> <p>Pupils in stage 4 attendance category receive regular home visits from the pastoral team, they are prioritised where they are identified as vulnerable. This will be recorded on Cpoms. Part-time timetables may be used to support the pupil back into school following a long period of absence.</p> <p>Penalty notices will be issued if there is no improvement in attendance for stage 4 pupils following the meeting, support plan and interventions.</p> <p>Following a stage 4 letter and an attendance panel, all absences will continue to be unauthorised. First day contact and home visits will continue for subsequent absences.</p>

		Dependent on complexity of need, the EHA process may be started and TAFs held with the AM as the Lead Professional. Engagement with external agencies will be sought. If there is no improvement there will be a referral to the Local Authority for a attendance legal interventions following the collation of evidence gathered by the AM.
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4.0 Punctuality

- The pupil gates and entrances will be closed at 08:50 after which pupils must enter the school via the main entrance and sign in
- Any pupils arriving after 08:50 will be met at the school entrance by a member of staff and will be issued with a 15-minute lunch time detention unless there is a known reason for lateness
- Repeated lateness will be reported to parents
- Repeated lateness after the register has closed (morning registration, 09:20, afternoon registration closes at 13:50) is coded as U, an absence code
- Pupils arriving late to school after this time without any medical evidence will be coded as U for the morning or afternoon session
- Parents / carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court for their child's persistent late arrival to school.

4.1 Punctuality sanctions

- A pupil who is late to school receives a 15-minute P3 lunch time detention, the day after the late behaviour
- A pupil who is late to form time or a lesson receives a 15-minute P3 lunch time detention, the day after the late behaviour
- Internal truancy behaviours result in movement to the EXIT room and a 30-minute after school detention. A P8 suspension will be considered for persistent trancies
- External truancy behaviour is sanctioned with an IMPACT P7 or a P8 suspension.

5.0 Absence

5.1 Leave of Absence

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents are able to demonstrate exceptional circumstances:

- Parents are strongly discouraged from taking their children on holiday during term time. All requests for leave of absence will be declined unless parents can evidence exceptional circumstances which is at the discretion of the Acting Headteacher
- Requests for holiday leave during exam times will not be authorised under any circumstances
- Parents must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website. Applications must be made at least 2 school weeks in advance
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls/home visits by the AM and possibly other agency)
- If the school's investigations fail to contact the parent/carers and/or pupil, the case will be referred to the Children Missing in Education (CME) team, who may, after further investigation, inform the school that the pupil may be removed from roll
- Penalty Notices will be used in cases where an application for the leave of absence is refused, and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave is denied.

5.2 Authorised and unauthorised absences

Authorised absence is where the school has given permission for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents may not authorise absence, only the school can do this.

Parents/carers should immediately contact the school giving clear reasons for absence by

- phone 01524 32636 (option 1 to report an absence)
- email attendance@lancasterhigh.lancs.sch.uk
- text **07943 107 504**
- report via the 'Attendance Report' option on our website

Absence may be authorised for such reasons as:

- Illness
- Unavoidable medical/dental appointments
- Exceptional family circumstances e.g. bereavement
- Days of religious observance
- Study leave
- Involvement in a public performance
- Elite athlete activities

Absence will not be authorised for such reasons:

- Looking after siblings, unwell parents or carers
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- Special occasions, where the school does not agree that the absence should be granted.

Medical and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practicable come to the school before the appointment, sign out and return to the school after the appointment.

Confirmation of all appointments by way of appointment card, screen shot of appointment confirmation, letter or appointment slip must be provided for any absence to be authorised. If medical appointments are to be attended at the start of the day, causing the pupil to arrive late to school, confirmation of the appointment (as above) must be provided, or a late detention will be issued.

Following an explanation from parents regarding a pupil's absence, the school will decide whether it accepts the explanation and authorise accordingly.

5.3 Home visits and welfare checks

A pupil missing from education without a valid reason is a potential indicator of abuse and neglect. Where school has received notification that a pupil is absent without a valid reason; hasn't been able to contact the pupil's parent/carer; or has received a response from parents that it is concerned about; school will undertake a home visit to the pupil's home to check that they are safe and well. This will involve staff from school attending the pupil's home address in person and talking to the pupil and parents to understand the reasons for absence.

Where a pupil is absent from education on a long-term basis the school will take steps to undertake regular welfare checks on the pupil to; ensure that they are safe and well; ensure that the family can continue to access support from the school; to allow the school to understand what steps it can take to remove any barriers to education.

When school visits a pupil's home address and there is no answer, school will leave a letter to inform parents of the visit.

The Designated Safeguarding Lead will consider further actions or support should it be required.

5.4 Children Missing in Education

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not on roll at a school or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and her or his location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

5.5 Legal Interventions

Legal interventions may be sought if providing support to improve attendance is not appropriate (eg for an unauthorised holiday in term time) or has not been successful or engaged with. In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absences that include:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

On 19 August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools must consider if a penalty notice is appropriate when the thresholds are met. The changes to be aware of are:

- Penalty notices will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered, such as prosecution or one of the other attendance legal interventions
- If a school requests a penalty notice for absences other than unauthorised holidays, including being late after the register has closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and offers of support have not been engaged with by parents or have not worked, a Notice to Improve may be issued to give parents a final chance to engage with support and improve their child's attendance.

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

6.0 Attendance Codes – Meaning and Description

Code	Meaning	Type
/	Present at school, morning	Present mark
\	Present of school, afternoon	Present mark
A	Present at school but not in timetabled class i.e. Nurture Room, intervention session or peri music lesson	Present mark
B	Attending any other approved educational activity Alternative Provision not arranged through the approved framework	Present mark
C	Authorised Circumstance (see next table for breakdown)	Authorised absence
D	Dual registered at another school - Attending Alternative Provision at another school site - Education at a secure/residential site - Off-site direction/managed move	Present mark
E	Suspended or permanently excluded and no alternative provision made	Authorised absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised absence
I	Illness (not medical or dental appointment)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present mark
L	Late arrival before the registers have closed	Present mark
M	Attended a medical appointment	Authorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances – any other absence not authorised by the school	Unauthorised absence
P	Participating in a sporting activity	Present mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an Educational Trip or Visit	Present mark
W	Attending Work Experience	Present mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next table for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes	
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating	
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention	
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease	
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	
C2	Leave of absence for a compulsory school age pupil subject to a part-time or part-time timetable.	