Regina Coeli Catholic Primary School

Attendance Policy

Scope:		Federation	
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Next Review:		Autumn 27	
Approved	HT:	T Christofara	Monitoring & Evaluation Committee
	Governor:	T Tampin	

Regina Coeli Catholic Primary School

'Where there is love, there is God'

Regina Coeli Catholic School will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit, we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God's love, the Federation of St Elphege's and Regina Coeli Catholic Schools will seek to develop the whole child. Each child is uniquely created and precious to God and it is the Federation's mission, guided by the Holy Spirit, to nurture each child's spiritual, moral and academic growth.

Inspired by the teachings of Christ we will…

- Develop our children's faith, spirituality and joy in the love of God.
- Educate our children to the highest standards thus realising their own potential. Instil in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents.
- Encourage everyone to be more than they thought possible, in a secure and loving environment.
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others.
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges.
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best.
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community.

Inclusion statement

The school community will ensure that ALL children irrespective of race, ethnicity, nationality, gender (including those who identify as transgender), sexual orientation, ability, special educational need, disability, faith or religion, age, culture, socio-economic or home background will have equal access to the breadth of this policy.

The achievements, attitudes and well-being of all our children matter Regina Coeli endeavours to promote individuality, allowing children with learning difficulties or disabilities, to express themselves according to their ability. Work is adapted and the school will endeavour to promote their individuality. Work is adapted to meet their needs and achievements are celebrated.

This Policy will be implemented through on going consultation with all members of the school community and developments in law or statutory guidance.

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Aims

St Elphege's Schools are committed to meeting our obligation with regards to school attendance through a culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), 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

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the Federation'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

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention and reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence.

Class teachers

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am for morning registration and 1.30pm for afternoon registration.

School Admin staff

School Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Support school staff in monitoring, obtaining and recording reasons for absence.
- Transfer calls from parents/carers to the Headteacher or Deputy Headteacher in order to provide them with more detailed support on attendance.
- Providing attendance reports to school staff to use at parents consultation meetings and reporting concerns about attendance to the headteacher

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils

Pupils are expected to:

- Attend school every day on time.

Recording attendance

Attendance register

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made.
- The name and position of the person who made the amendment.
  See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not (for pupils of compulsory school age)
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- Pupils must arrive in school by 8.30am on each school day.
- The register for the first session will be taken at 8.50am and will be kept open until 9.20am. The register for the second session will be taken from 1.10pm and will be kept open until 1.40pm

Unplanned absence

- The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the school office.
- We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- The Headteacher or other senior leader will meet with the parents of pupils who are persistently late for school to identify any barriers to arriving at school on time and offer strategies to support improving punctuality.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home-visit to determine the reason for the absence.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and / or children's services.

Reporting to parents/carers

- The school will regularly inform parents/carers about their child's attendance and absence levels on a termly basis via the parent consultation meetings and the summer report.

Approval for term-time absence

- The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- Any request should be submitted in writing as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Examples of 'exceptional circumstances' include:

- Illness (including mental illness) and medical/dental appointments.
- 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.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart.
- Traveller pupils 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.
- The death or terminal illness of a close relative.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.

Legal sanctions

Information about the Croydon Council's Code of Conduct on Penalty Notices can be found below:

- The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.
- If issued with a fine, or penalty notice, each parent/carers must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

PENALTY NOTICE CROYDON.pdf

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- The school will endeavour to find alternative ways to work with pupils and families which improve attendance and avoids the need to move to legal sanctions.

Strategies for promoting attendance

- Each week there is a celebration of attendance and the classes with the highest percentage will be published in our school newsletter.
- At the end of the academic year, pupils with 100% attendance will receive a special certificate in recognition of their perfect attendance record.
- An Attendance display board is updated weekly to enable the whole school community to celebrate each class's success.
- Each half term classes who regularly achieve above 97% are rewarded with additional playtime/ a games session of their choice.

Attendance Monitoring Procedures

- Class teachers and teaching assistants are best placed to raise attendance concerns in the first instance. Where they identify patterns of attendance developing or a decline in pupil attendance, the class teacher and teaching assistant will discuss the attendance concerns with the parent or carer. If there is no improvement, they will discuss their concerns with a member of the leadership team, usually a DHT.
- Admin staff may also identify patterns in attendance, such as joint sibling absence or other patterns of poor school attendance. Where this occurs, admin staff will notify the class teacher and a member of the leadership team. If appropriate, the member of admin staff will challenge poor attendance with the parents or carers.
- Parents are required to inform the school of their child's absence on the first day of absence and on any subsequent days beyond the child's anticipated return date. Where appropriate, admin staff may challenge reasons for absence if the reason provided would not normally require time off school. Admin staff may seek support in this from the class teacher of members of the leadership team, should they require it.
- Where a parent or carer does not contact the school on the first day of absence, the class teaching assistant or, if appropriate, class teacher, should call to ascertain the reason for absence. If the parent does not respond, a message should be left where possible, and admin staff continue to seek the reason for absence. Staff speaking with the child's parents or carers should also obtain an anticipated return date. Where a child does not return on the anticipated return date, parents and carers should be contacted again, in the first instance by the class teacher or teaching assistant.
- Admin staff should provide to the Headteacher (or Deputy) a daily report about any unexplained absence. The Headteacher will decide on the necessary steps to take which may include the provision of support, liaising with social care or carrying out a home visit.

- Where patterns of poor attendance have been established, parents will receive notification in writing. Whole-school attendance is reviewed for this purpose once per half term and letters are issued, where required.
- Where the attendance patterns do not show signs of improvement, parents and carers will be required to attend an attendance meeting in school. The purpose of the meeting is to identify the barriers to positive school and attendance and look at strategies to remove barriers which will be agreed by all parties. A review meeting is usually scheduled up to half a term later.
- Where this is unsuccessful, parents or carers decline to engage or the absence is serious or chronic, the school will utilise the support of the local authority attendance service.

Monitoring attendance

The school will:

- monitor attendance and absence data half-termly, termly and yearly at a whole-school level and at an individual pupil level.
- Identify whether there are particular groups of children whose absences may be a cause for concern.
- Share school attendance data with other legitimately interested stakeholders, for example, the local authority and the DfE. Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly, including through the Head Teacher's report to governors, to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The school will:

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

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/carers 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 the Pastoral Support Team to support parents identifying potential barriers to attendance.
- Create attendance contracts with parents and carers to identify any barriers to attendance and create targets for improvement.
- Provide access to wider support services to remove the barriers to attendance.

Links with other policies

This policy links to the following policies:

- Child protection and Safeguarding Policy
- Positive Behaviour Policy

- SEND Policy
- Supporting Medical Conditions at School Policy

Appendix 1: attendance codes

Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

1. **If a pupil is present in school the following codes from table 1 should be used**

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. **If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.**

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA	• The nature of the provision must also be recorded. • Code K can only be used if the child is present at the provision.	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	• The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip • Arranged by or on behalf of the school and supervised by a member of school staff. • The visit or trip must take place during the session for which it is recorded. • Code V can only be used if the pupil is present at the visit.	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	• P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the	Attending an approved educational activity (present)

		Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	
W	Attending Work Experience	• W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	• B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the	Attending an approved educational activity (present)

		Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. • As set out in the DfE's guidance on 'Providing remote education'. Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register	
D	Dual Registered at another school	• The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. • Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. • Schools should ensure that they have arrangements in place whereby all unexpected and unexplained absences are promptly followed up.	Not a possible attendance (neither present or absent)

3. **If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)**

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	• Performance licence issued by LA or • Body of Persons Approval issued by LA or • Justice of peace has given licence for pupil to go abroad for performance or regulated purpose	Authorised absence

M	Leave of absence for Medical or dental Appointment	• Agreement in advance • Application by parent child normally lives with • Minimum time necessary • Where pupil is absent at registration	Authorised absence
J1	Leave of absence for Interview	• Agreement in Advance • Application by parent child normally lives with • In session absence recorded	Authorised absence
S	Leave of absence for Studying for public examination	•	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	• For part time attendance • Absence for timetabled sessions to use appropriate code and not X	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	• Exceptional circumstances • If the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time • Temporary • See Working Together to improve attendance	Authorised Absence
C	Leave of absence exceptional circumstances	• Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	• The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is	Authorised absence

		travelling and be dual registered at that school and their main school.	
R	Religious Observance	• The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)	Authorised Absence
I	Illness (not medical appointment)	• The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.	Authorised Absence
E	Suspended or Permanently excluded with no alternative provision made	• The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education	Authorised Absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	**Not a possible attendance**

Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	**Not a possible attendance**
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	**Not a possible attendance**
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	**Not a possible attendance**
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	**Not a possible attendance**
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	**Not a possible attendance**
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any	**Not a possible attendance**

		legislation relating to the incidence or transmission of infection or disease.	
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	**Not a possible attendance**

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	**Unauthorised absence**
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	**Unauthorised absence**
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	**Unauthorised absence**
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. schools should actively discourage late arrival, be alert to patterns of	**Unauthorised absence**

		late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes	

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	**NOT COLLECTED**
#	Planned whole school closure	**NOT COLLECTED**