

TRINITY ACADEMY NEWCASTLE TRUST

Pre-16 ATTENDANCE POLICY

**Approved by the Committee – March 2025
On behalf of the Board**

Next Review Date – March 2027

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all Academy leaders, staff, pupils and parents/carers
- Making sure Academy leaders fulfil expectations and statutory duties, including:
 - Making sure the Academy records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the Academy works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of Academy attendance across the Academy's policies and ethos
- Making sure the Academy's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the Academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping Academy leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with Academy leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole Academy and repeatedly evaluating the effectiveness of the Academy's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the Academy is struggling with attendance, working with Academy leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The Academy's legal requirements for keeping registers
 - The Academy's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the Academies
- Holding the headteacher to account for the implementation of this policy supported by Trust link governor for attendance,

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the Academy
- Monitoring academy-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising The Academy Attendance champion to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the Academy's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the Academy register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the Academy admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the Academy believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader 'Senior Attendance Champion' is responsible for:

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

The designated senior leader responsible for attendance is TAN Upper – Ryan Crocker, TAN Lower – Neil Peacock and TANB – Liam Connell via the Academy main contact number or admin.central@tanmat.org email address.

The Academy Senior Attendance Champion is also responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the head of School when to issue fixed-penalty notices

3.5 Class Tutor Teams

Tutor group Tutors & class teachers are responsible for recording attendance for every lesson, which include both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the Academy Arbour MIS system by teaching staff within the first 10 minutes of each lesson. Teacher/tutors along with recording lesson attendance are responsible for the twice-daily completion of the class/group registers. Registers are to be completed once during the morning (before 9am) and again during the afternoon (before 1pm) recorded via the Academy Arbour MIS system.

3.6 Academy Admin Staff

Academy Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the Academy system
- Transfer calls from parents/carers to the class teaching team, pastoral staff or SLT where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

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

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

Parents are expected to:

- Make sure their child attends every day/timetables session and on time
- Call the Academy to report their child's absence before 9.15am on the day of the absence each subsequent day of absence), and advise when they are expected to return
- Provide the Academy 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
- Keep to any attendance contracts that they make with the Academy and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Academy class tutor, pastoral team or SLT

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time
- Attend their bespoke educational program (this program will form part of the Academy bespoke offers, and agreed with all parties)

4. Recording attendance

4.1 Attendance register

We will keep an electronic 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, creating the Academy Statutory Attendance. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.45am and ends at 2.45pm Monday, Tuesday, Thursday & Friday & 2.15pm each Wednesday

Pupils must arrive in school by 8.45am on each school day, unless they have an agreed bespoke education program.

The register for the first session will be taken at 8.50am and will be kept open until 9.15am

4.2 Unplanned absence

The pupil's parent must notify the Academy of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible, by calling the Academy Admin staff, who can be contacted via the main Academy telephone number

We will mark absence due to physical or mental illness as authorised, unless the Academy has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days than or there are doubts about the authenticity of the illness, the Academy 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 Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

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

However, we encourage parents 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 must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the Academy can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

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

4.5 Following up unexplained absence

Responding to Unauthorised Absence and escalation route (Flow Chart Appendix 1)

A designated member of staff 'Senior Attendance Champion' is responsible for managing the absence response continuum on each key stage site. The site Assistant Headteacher for Behaviour & attitudes along with the Pastoral lead, where the functions are separate, will maintain an overview of this process.

Stage 1

On the first day a learner is absent, without notification, then the designated lead member of staff will contact home on the same morning, elicit reasons for absence and allocate attendance status accordingly. Should they fail to make contact by telephone then the Trust will continue to try establish contact.

The Trust will notify Children's Services if there is an unexplained absence of a learner on a Child Protection Plan of more than two days duration; or as agreed as part of any Child Protection Plan or Child in Need Plan.

Stage 2

Should a learner remain absent without explanation following this then further phone calls will continue and 3rd day of absence a Safe and Well home visit will be made to try source a reason for learner absence.

Stage 3

If there are frequent shorter periods of unauthorised absence, then the Trust will inform parents via Attendance letters (u95%, Attendance Improvement letter) with parents/carers invited in for a meeting with the Attendance Champion, Pastoral Lead/Officer or a member of the Senior Leadership Team (SLT). This will result in a Parenting Contract, which will outline the commitment from the parent/carer

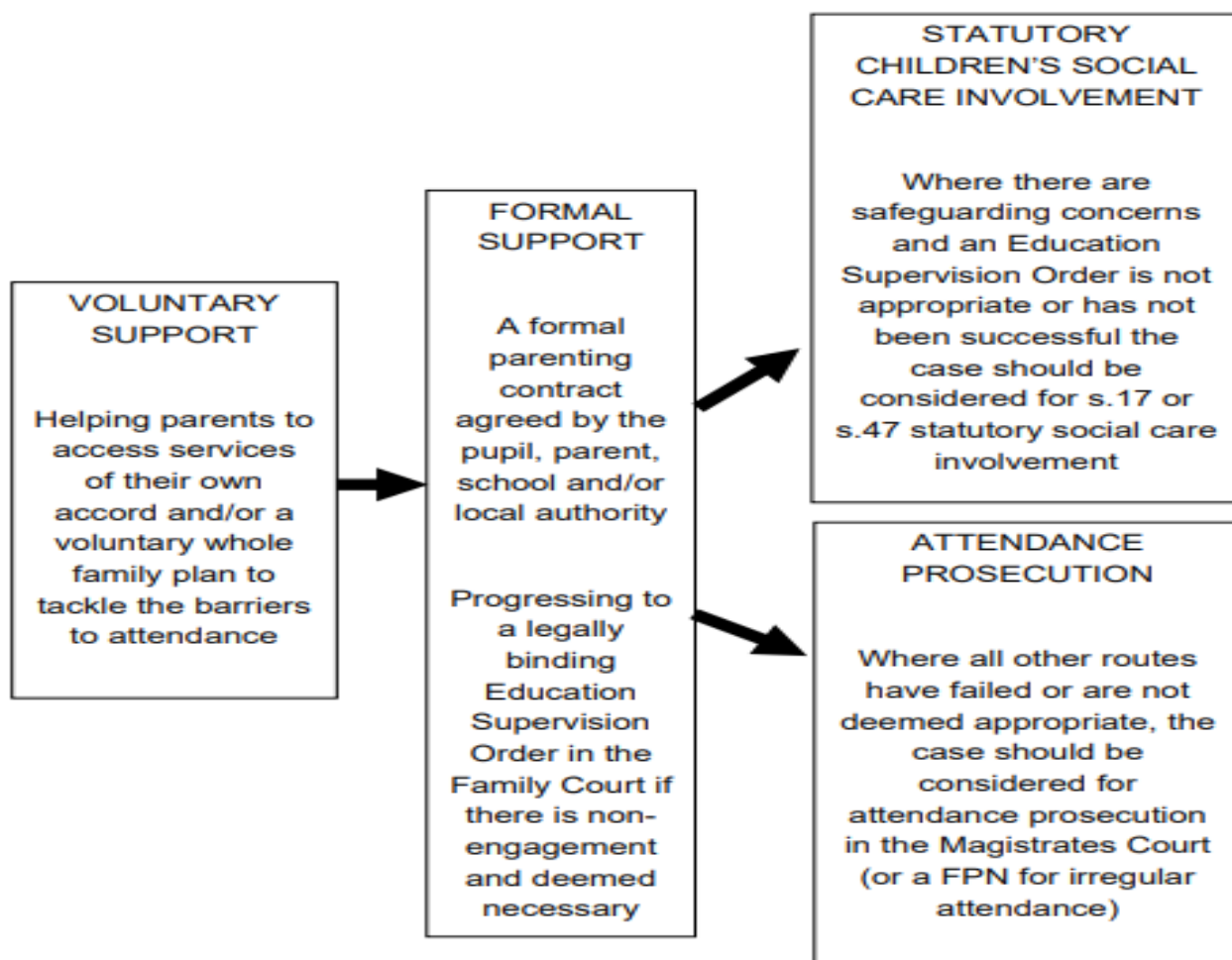
as well as the expectations and support from the Trust. The Head of School will be informed and the academy will continue to support/track the impact of the Parenting Contract. Within a parenting contract meeting school will offer the family Early Help support or a referral to Children and Young People Services (CYPS) to try support around any issues with learner attendance if external factors are identified. A referral can then be made by the Designated Safeguarding Lead (DSL) to support the family. If the parents/carers accept to work with Early Help on a voluntary basis, the Early Help team may be able to then support the family with any barriers to the learning attending the Academy.

Stage 4

Where a Parenting Contract is in place, but the expectations within it have not been fulfilled, then the Attendance Champion, Pastoral Lead/Officer or member of the Senior Leadership Team should again meet with parents/carers to address any issues or concerns. Regular liaison between the Trust and the LA Attendance Team (Access & Inclusion) should also take place in order to decide if and when formal attendance monitoring should begin (this is the stage that must precede a prosecution). If the learner fails to achieve the targets stipulated in their Parenting Contract and/or fails to respond positively to the formal monitoring process, then the Local Authority may decide to prosecute the parent/carers.

Effective monitoring of attendance is essential. Key staff, such as the learner's teacher and/or support workers may have some valuable insight into factors, which may contribute to non-attendance and truancy in particular cases. If so then they are obligated to work collaboratively with senior staff, parents and the learner to address the situation.

At any stage following the first day of absence the Attendance Champion, Pastoral Lead/Officer or member of the Senior Leadership Team may sanction a home visit by an appropriate member of Trust staff (in most cases this would be the Pastoral Team and/or Attendance Champion), where such a visit could be productive in supporting a learner's attendance.



4.6 Reporting to parents

The Academy will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels through Attendance Zone letters & termly Academy reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request email request, The Head of school email address is accessible via the Academy office

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the Academy will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from the Academy (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the Academy
- Attending another setting at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend the Academy, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the Academy premises are closed

5.2 Sanctions

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

Penalty notices

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

If the Academy issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the Academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the Academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the Academy has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

Attendance Rewards

Each site operates an Attendance rewards and incentives program, which is age and need related

Tutorials

Morning tutor time sessions afford teacher/tutors the opportunity and time to meet regularly with learners to review progress and plan personal attendance targets. Where attendance is an issue then progress will be reviewed discussed with additional pastoral support and intervention offered as necessary. Attendance is a priority during all weekly tutorials with learners and also parents/carers.

Weekly Celebrations

On each of the sites a weekly celebration is held with the singular purpose of publicly acknowledging and celebrating learner achievement. Both individual and collective attendance successes feature regularly. A weekly Attendance PowerPoint is shared with all tutor groups to prioritise attendance and review attendance for the week for individual learners.

Displays

The importance of attendance and learner achievement in attendance receive further public acknowledgement via display boards in tutor rooms there is also a dedicated section on the Trust website promoting good attendance.

Celebrating good attendance

Good attendance is recognised and celebrated across the Trust. Each Academy will hold a dedicated weekly assembly, ensuring that staff and learners have a good level of understanding and ownership of the site's attendance.

Curriculum

Good attendance will be continually reinforced through an engaging curriculum, with external speakers/agencies brought in as appropriate.

7. Supporting pupils who are absent or returning to the Academy

7.1 Pupils absent due to complex barriers to attendance

Working with parent/carers

At the Trust we actively promote and encourage the involvement of all parent/carers through regular consultation on all aspects of their children's education care and safety. Parental/carer involvement is fundamental to the fostering of good working relationships with parent/carers. We endeavour to achieve this in the following ways:

- Teacher/tutors are expected to maintain regular telephone contact, weekly at minimum, with parent/carers unless agreed otherwise, to keep them informed of progress and/or share concerns; Attendance to be discussed weekly via the tutor weekly call.
- News and information about each site is relayed to parents and other stakeholders using the Trust's website & social media outlets;
- Parent/carers are encouraged to attend and contribute to attendance reviews and behaviour management planning meetings as required;
- Termly progress reports are sent to parent/carers – which include information on attainment, behaviour and attendance;
- Parent/carers are invited to attend end of term 'achievement celebration meetings';
- Any attendance concerns and associated targets to be enshrined in a Parenting Contract signed by all parties.

The Academy will work collaboratively and have a number of ways to support learners facing complex barriers to attendance in building confidence & providing a sense of warmth and safety to learner. We

have thorough approach to transition and reengagement including bespoke interventions, reduced & bespoke timetable, virtual learning, mentoring, counselling, transport solutions to name only a few of our approaches. We see working in partnership with families and supporting professionals as a fundamental aspect and vital component of our work.

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

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the Academy becomes aware of barriers to attendance that related to the pupil's needs, the Academy will inform the local authority, and work collaboratively with learners, families and supporting professionals.

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

Learners are supported to return and re-engage with the Academy following lengthy or unavoidable period of absence, through partnership working and bespoke supportive approaches where required.

8. Attendance monitoring

8.1 Monitoring attendance

The Academy will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the Academy and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 Academy will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The Academy will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)

- Provide regular attendance reports to class teachers/tutors, to facilitate discussions with pupils and families, and to the governing board, Trust leaders and Academy leaders (including special educational needs co-ordinator & designated safeguarding leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

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

The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the Academy (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at the Academy
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- The Academy operates an Attendance Zone strategy, and informs learner's parents and supporting professionals of the zone their child/ward is currently in. We encourage our learners to climb the zones and recognise and reward attendance improvement and achievement

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum within the Trust policy recommendation for timely reviewing timescales and processes. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following TANMAT policies:

- Child protection and safeguarding policies
- Relational Behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention

		<ul style="list-style-type: none"> Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays