

Aragon Primary School Attendance Policy



Attendance Lead: Rob Myers
Attendance Administrator: Dawn Siggery
Attendance Administrator: Zoey Kennett
Date: May 2023
Date agreed and ratified by Governing Body:

This policy will be reviewed at least annually and following any concerns and/or updates to the national and local guidance or procedures.

At Aragon, we believe that excellent attendance is essential if our children are to take full advantage of school and gain the educational and social skills which prepare them for adult life. We aim to work together with all our families to ensure all children attend school regularly and can achieve their full potential.

‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.’

School Attendance Policy, DfE, 2020

Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any pupil’s absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child’s regular attendance at school is a parent’s legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy meets the requirements of the [school attendance guidance](#) 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](#)

This policy also refers to the DfE’s guidance on the [school census](#), which explains the persistent absence threshold.

At Aragon we:

- Encourage and support parents and carers to recognise their legal responsibility in ensuring school regular attendance and in understanding the link between attendance and attainment and to work in partnership to encourage and promote good attendance.
- Encourage pupils through the curriculum, assemblies and pastoral support to recognise the importance of good attendance in achieving their full educational potential and to develop good habits in preparation for the world of work.
- Work towards ensuring that all pupils feel supported and valued, sending out a clear message that if a pupil is absent s/he will be missed.
- Work in partnership with other agencies such as the Educational Welfare Service to encourage and monitor attendance.
- Ensure that all staff are aware of the requirements of the registration process and the law relating to attendance.
- Evaluate procedures and systems on a regular basis and act early to address patterns of absence.
- Offer appropriate support to parents/carers and pupils who are experiencing difficulties with attendance.
- Fulfil statutory requirements.
- Inform all parents of the expectations relating to our attendance policy on the fortnightly newsletter.
- Recognise and value excellent attendance and improved.
- Encourage all members of the school community to work in partnership to promote good attendance.

All Teachers will:

- Be responsible for recording attendance twice a day by 08:55 and 13:30.
- Make attendance and punctuality a priority by encouraging all children to attend school by providing high quality teaching together with interesting and engaging lessons.
- Work towards ensuring that children feel supported and valued, sending out a clear message that if a child is absent he/she will be missed.
- Encourage good attendance through encouraging children to want to be the best attending class in the school which is reported on the newsletter.
- Ensure all children are rewarded for good attendance.
- Know their children's absence rates from the previous school year so that they can build on improvements and target specific children.
- Inform the Attendance Lead/ Family Liaison Officer of any continued concerns relating to poor attendance and punctuality.
- Be responsible for setting work for long-term absentees and those on fixed term exclusion.
- Provide appropriate support to enable children with long-term absence to make a positive return to school.
- Inform parents of their child's attendance at consultation evenings and on the written report sent home at the end of the year.

All Parents/Carers will:

- Meet their legal obligation by ensuring their child attends school regularly and on time and in a fit condition to learn.
- Let the school know if their child is going to be late.
- Understand the importance of good attendance and punctuality and promote this with their child, aiming for 100% attendance each year.
- Ensure that children arrive at school between 08:45 and 08:50.
- Be aware that poor attendance could be deemed a safeguarding concern.
- Contact the school before 08:55 on the first day of their child's absence, and each subsequent day of absence, advising when they are expected to return.
- Inform the office of why their child may have arrived late for school.
- Provide medical evidence indicating attendance at the doctor/dentist/optician before the arranged appointment. Make medical and dental appointments outside of school hours. If school time appointments are made, evidence must be provided.
- Ensure that children are out of school for the minimum amount of time necessary.
- Give advance notice of absence for religious observance.
- Be kept informed of their child's attendance at consultation evenings.
- Inform their child's teacher or the school office of any issue or problem which may hinder their child's regular attendance at school.
- Provide up-to-date contact numbers and change of addresses.
- Provide the school with more than one emergency contact for their child.
- Only request leave of absence if it is an exceptional circumstance.
- Ensure their child's regular attendance at school knowing it is a legal responsibility (<https://www.legislation.gov.uk/ukpga/1996/56/section/444>) and permitting an absence from school, that is not authorised by the Headteacher, creates an offence in law.
- **Avoid booking family holidays during term time. If this is absolutely unavoidable parents should complete a Leave of Absence form from the office at least three weeks in advance of the period for which leave is to be requested. All holidays taken in term time will be unauthorised unless**

exceptional circumstances leave no options. Parents will receive a penalty notice if their child has more than 4 days of unauthorised holiday in a 6-week period.

The link below gives advice on when your child should and should not attend school.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

All Children will:

- Inform adults at home or a member of staff of any problems that may hinder their attendance at school.
- Attend school every day, on time.

The Attendance Administrator will:

- Ensure all registers are accurate, up to date and completed correctly on SIMs.
- Ensure the correct absence codes are recorded, particularly for those children for whom medical evidence has been requested.
- Ensure registers close at 9:00am and 1:00pm for KS1 and 1:30pm for KS2. Any child arriving after the closing of registers will be recorded as 'U' which is an unauthorised absence.
- Ensure all absences are accounted for: call parents/carers if a child is absent without notification and refer if necessary if no notification has been provided.
- Notify the Attendance Lead of any outstanding unauthorised absences and students whose attendance has fallen below 95%.
- Keep a record of children who arrive late or who leave the school site early, in case of an emergency.
- Identify poor attenders and lateness, liaising closely with FLO and Attendance Lead.
- Send out absence letters as requested by Attendance Lead.

The SEND Team will:

- Ensure children with SEND are identified and given appropriate support.
- Ensure attendance is a target for children with SEND if it is an area for improvement.

The Headteacher will:

- Consider regular non-attendance as a safeguarding matter.
- Complete requests for leave of absence, taking individual exceptional circumstances into account.
- Implement this policy.
- Monitor school-level absence data.
- Support staff with monitoring attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.
- Issue FPN where necessary.

The Governors will:

- Promote the importance of school attendance policies and ethos.
- Make sure school leaders fulfil expectations and statutory duties.
- Regularly review and challenge attendance data.
- Monitor attendance figures for the whole school.
- Ensure staff receive adequate training on attendance.
- Hold the Headteacher to account for the implementation of this policy.

The Attendance Lead will:

- Lead attendance across the school.
- Ensure parents receive weekly attendance figures via the newsletter.
- Ensure all staff are aware of attendance issues and how to deal with them.
- Collect and analyse attendance levels for individuals, registration groups, year groups and the whole school and address poor attendance at each of these levels.
- Collect and analyse attendance levels of other groups of learners, such as boys and girls, disadvantaged, and SEND and take action to address significant differences.
- Collect and analyse the numbers and proportion of persistent absentees (those children with an absence rate of more than 10%) and implement strategies to effect improvement.
- Promote and reward good attendance through displays and a variety of incentives.
- Seek to address patterns of non-attendance, for example at particular times of year or days in the week.
- Monitor attendance levels in non-statutory aged children in Reception to identify potential poor attendees.
- Provide welfare support to children and their families and through assessment of their needs, help in engaging a multi-agency response to addressing those needs where required.
- Meet regularly with the Attendance and Welfare Officer to identify and support those children whose attendance or punctuality is a source of concern.
- Refer any child with less than 90% attendance (if there are any other concerns) to the Education Welfare Officer.
- Refer any child with less than 85% attendance to the Attendance and Welfare Officer.
- Report current attendance facts and issues to governors.
- Consult with the School Health Service if the authenticity of an illness is in doubt.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted interventions to support pupils and families.

The Family Liaison Officer will:

- Liaise with the Attendance Lead regarding individual students with less than 92% attendance.
- Provide welfare support to children and their families and through assessment of their needs, help in engaging a multi-agency response to addressing those needs where required.
- Meet regularly with the Attendance Worker to identify and support those children whose attendance or punctuality is a source of concern.

The Education Attendance Officer (EWO) will:

- Liaise with the Attendance Lead and Family Liaison Officer regarding individual students with less than 85% attendance.
- Work with selected pupils and families to raise pupil attendance and timekeeping using a range of interventions, including home visits.
- Work with families to make clear how poor attendance has the potential to prevent pupils from reaching their full potential.
- Prepare and maintain clear, accurate records of actions and responses for individual students, including those records that will support court action where this is necessary, and to ensure the passing on of relevant information for any student attracting a Fixed Penalty Notice.
- Act as Issuing Officer in relation to Fixed Penalty Notices, maintaining clear and detailed

records. Aragon Primary School can issue a Penalty Notice or initiate legal proceedings for unauthorised absence, which meet the criteria of the Local Authority Code of Conduct. This applies (i) where attendance falls below 85% of which more than 50% of absences are unauthorised within any 6-month period or (ii) where more than 9 unauthorised absences are recorded in a 6-week period.

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. Parents should telephone or come into the school office to give details in advance of the appointment and will be advised that usually only a half day absence will be authorised, and pupils should be in school before or after 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. Please see appendix 4 to find out which term-time absences the school can authorise.

Understanding Types of Absence Coding

Every half-day absence from school has to be classified by the School as AUTHORISED or UNAUTHORISED and it is the Headteacher who decides whether an absence is authorised or unauthorised. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments that unavoidably fall in school time, emergencies.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping with parents.
- Birthdays.
- Minding other younger children in the family.
- Sibling unwell.
- Staying at home because other members in the family are unwell.
- Day trips and holidays in term time unless there are exceptional circumstances that have been approved by the Headteacher.
- Arriving at school too late to get a present mark (After the close of registration).
- Truancy.
- Death of a pet.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa, if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school, there is evidence they have been on holiday.

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.
- Ongoing punctuality issues will be identified by the school attendance officer who will liaise with parents, senior staff in school and the Education Welfare Officer.

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 make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family. In the event of an absence of three or more days without contact from the family, a home visit will be made, either by senior leaders from Aragon Primary or the School Education Welfare Officer to ascertain the safety and wellbeing of the child. The Headteacher will also take advice from the Merton Early Help Hub.
- 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 involve the Education Welfare Officer.
- Once contact has been made, school will 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 – this will be no later than 5 working days after the session.

Fixed Penalty Notice

In accordance with the Merton Code of Conduct in Respect of the Provisions of The Anti-Social Behaviour Act 2003 & The Education and Inspections Act 2006 (Revised in 2014), Aragon Primary School will seek to issue a penalty notice when:

- A parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so, for example where the parent has failed to engage with any voluntary or supportive measure (attendance contracts) proposed.
- A child is on holiday during term time without authorisation. A period of 5 days or more unauthorised absence (concurrent or separate absences within a 4-month period).
- A child's attendance falls below 85% within a 5-week period of which 50% are without reasonable justification.
- A child's attendance falls below 90% in an 8-week period without reasonable justification and a specific issue is involved e.g. unauthorised term-time holiday.
- Attendance contracts have been unsuccessful or not complied with (within the specified time-scale agreed at the initial meeting).

(If/when the Government goes ahead with the process of further reducing the percentage figures, with the passage of time, the triggers for Penalty Notices maybe adapted in line with these changes, once partners have been formally notified, if this is deemed appropriate by the Education Welfare Service.)

Attendance Contracts

An Attendance Contract may be offered to support an improvement in attendance, and is a written agreement between the relevant parties, that may include the School, Parent(s), Pupil(s), and School's Education Welfare Officer (EWO).

Attendance Contracts should be in place for a minimum of 3 months and a maximum of 12 months. The aim is to offer support by listening to the reasons for absence and difficulties that prevent regular school attendance during a meeting with the Parents, Child, School staff and EWO where realistic achievable targets can be set. If there is no improvement against the targets set after 4 weeks the Parenting Contract can close.

Ten Days Absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer, then the local authority is notified that the child is at risk of missing education (CME). The Education Welfare Officer will visit the last known address and alert key services to locate the child. There will be regular checks on telephone numbers throughout the year.

Children Missing from Education (CME)

If a pupil moves too far from Aragon Primary to attend the school/moves out of the area/abroad, the parents must complete a school leavers form available from the school office. This will provide Aragon Primary with the pupil's new home address, potentially their new school name and contact details and contact information for their parents/carers. If no/insufficient detail is provided to the school, the pupil will be referred to the Local Authority as a Child Missing from Education and the Local Authority will need to make appropriate checks.

Health Needs

The school attendance officer will work together with the local authority and other relevant professionals to ensure any child who is going to be absent for longer than 15 days due to medical reasons either consecutively or accumulatively, will have access to relevant and appropriate education. This includes Public Exam provision and the education of siblings where the family have had to travel and stay away from the home for medical reasons. Please see Supporting Children with Medical Needs policy for further information.

Part-time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. (Working Together to Improve School Attendance).

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision.

There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised and code in the register as a C, which is an authorised absence.

Reporting to Parents/Carers

The school will regularly inform parents termly about their child's attendance and absence levels by sending out an attendance sheet at Parent Consultation Evening and with annual reports in the summer term. Where attendance is identified as an issue, parents will be informed by letter and may be invited into a meeting with the Attendance Lead, Headteacher and Education Welfare.

Approval for Leave of Absence in Exceptional Circumstances

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Leave of absence is granted at the headteacher's discretion and if it is granted the Head will also determine the length of time the pupil is authorised to be absent.

All requests for leave of absence in term time will be considered on their individual merits.

Reasons not deemed exceptional include:

- Availability of cheap flights and/or holidays.
- Availability of desired accommodation.
- Parent/carer work commitments unless there is clear evidence that the leave cannot be taken in school holiday times.
- Poor weather experienced during school holiday periods.
- Overlap with the beginning or end of term, half term.

Any request should be submitted in writing as soon as it is anticipated and, where possible, at least 4 weeks before the absence, using the 'Leave of Absence Request' form, accessible via the school office. The headteacher requires evidence to support any request for leave of absence. All requests must be put in writing and any verbal requests will be recorded in writing by school staff.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' 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.

Authorisation for absence will not be granted retrospectively. The Department for Children Life Long Learning and Families make it clear that:

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Education (Pupil Registration) (England) (Amendment) Regulations 2013

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance Parents will be informed of the

decision of the school within 7 days.

Any leave of absence that is not authorised is very likely to result in the issuing of Penalty Notice fine by the London Borough of Merton.

Legal Sanctions

Any leave of absence that is not authorised is very likely to result in the issuing of Penalty Notice Fine by the London Borough of Merton, where the child is of compulsory school age.

The Fine, if issued is for £120, per parent per child. If paid within 21 days the fine is reduced to £60 per parent per child. In Merton Penalty Notices are issued by the Local Authority at the request of the School in line with the Code of Conduct.

If the payment has not been made after 28 days, the matter will usually proceed to the Magistrates Court under s444I Education Act 1996. If convicted the Parent may face a fine of up to £1000 and will receive a criminal record.

Attendance Monitoring

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Analysing Attendance

The school will:

- Analyse attendance and absence data regularly 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 of pupils who the school and local authority considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

- Monitor the pupil's attendance closely and work in partnership with parents/local services to increase attendance.

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Headteacher. At every review, the policy will be approved by the full governing board.

Links with Other Policies

This policy links to the following policies:

- Safeguarding policy
- Behaviour policy
- Supporting Children with Medical Conditions
- Health and Safety Policy

Appendices

Appendix 1 – Request for Medical Evidence Form

Appendix 2 – Application For Leave of Absence for Exceptional Circumstances during Term Time

Appendix 3 – Table of attendance

Appendix 4 – Attendance Codes

Attendance procedures to be followed:

Green: attendance 95% +

- Attendance celebrated and rewarded.

Amber: attendance between 91% and 94%

- Parents will be contacted by phone / email / face to face.
- Medical evidence may be requested.
- Child may be referred to school nurse /Family Liaison Officer.

Red: attendance below 90%

- Medical evidence will be requested.
- Child may be added to 'My Concern' for safeguarding.

Attendance below 85%

- Parents will be referred to the Attendance Worker (AWO).
- Parents invited to an attendance meeting to discuss possible difficulties and strategies to help improve attendance.
- AWO will investigate cause of absence through meetings, calls and/or home visits.
- Careful investigation into child's welfare.
- Penalty Notices may be issued in accordance with the [London Borough of Merton Code of Conduct](#).

Appendices

Appendix I - Request for Medical Evidence Form.

Because your child's attendance has fallen below 94%, you have been asked to provide medical evidence for any future absences.

My child was absent from school from to inclusive.

Please find enclosed /attached medical evidence to support this.

I understand that without this evidence my child's absence will be unauthorised.

Please be aware that if your child is absent for 9 unauthorised absences in a 6 week period or if 50% of absences are unauthorised within a 6 month period you may receive a penalty notice which is issued by the Local Authority.

Signature Date:

Appendix 2 - Application For Leave of Absence for exceptional Circumstances during Term Time

As parents and carers, you have a legal responsibility to ensure your child attends school regularly. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education Regulations 2013, state that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

If your requested absence is not granted and leave is taken without permission, the absence will be unauthorised.

Unauthorised absences may result in a Penalty Notice being issued by the Education welfare service in accordance with Aragon primary school's Attendance Policy. The penalty notice is £120, per child per parent/carer. If paid within 21 days it is reduced to £60.

Failure to pay will result in you being served a summons to appear at the Magistrates court.

Please complete and submit this form if you would like your request to be considered by the Headteacher.

The Headteacher will consider the reasons carefully and you will be notified of the decision.

Name(s) of Child(ren).....

Year/Class.....

Home address.....

.....

Dates of absence: From..... To:.....

Reason for request (additional evidence may be required)

.....

.....

Signed: Parent/Guardian

.....

Email address:.....

Contact number:.....

Date form submitted:.....

The above request for leave of absence in term time for..... has/has not been authorised. If authorised, your child/ren should return to school on.....

Signed..... Designation.....

For school office use only

Pupil's name	
Previous leave of absence requested/taken (last 2 years)	
Nature of exceptional circumstances and evidence provided	
Number of days granted (if any)	

Appendix 3 - Table of attendance to show the impact of absence on overall attendance figures.

Days of absence in one academic year	Maximum pupil attendance for that year
0.5	99.75%
1	99.5%
2	99%
4	98%
5	97.5%
10	95%

Appendix 4 - 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Reviewed May 2023

Next review May 2024