

Glen Hills Primary School

Attendance Policy



September 2022

Attendance is everyone's business and is in everyone's business. Glen Hills Primary School seeks to ensure that all their pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. For pupils to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Any absence causes disruption to learning and should be avoided if at all possible. Improving attendance at Glen Hills Primary School is the responsibility of everyone in our community – pupils, parents/carers, governors and staff.

AIMS OF THIS POLICY

- To encourage and assist all pupils to achieve excellent levels of attendance of above 97%.
- To make attendance and punctuality a priority for all those associated with Glen Hills Primary School including pupils, parents/carers, staff and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (below 90%).
- To work together with parents/carers in both a supportive and challenging role to achieve high levels of attendance and punctuality.
- To set out expectations concerning attendance and detail the procedures involved in improving attendance.

Why good Attendance and punctuality is important

Good levels of attendance help support safe, healthy and successful children.

Good attendance is essential for students to get the most out of their school experience, including their attainment, wellbeing and wider life chances. Research shows that the students with the highest attainment at the end of Key Stage 2 have higher rates of attendance compared to those with the lowest attainment.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and parents/carers are committing an offence if they

fail to ensure the regular attendance of their child of compulsory school age at the school where the child is registered, unless the absence has been authorised by the school.

Responsibilities regarding Attendance

PUPILS

All pupils are expected to:

- Attend school regularly and to arrive on time.
- Come to school properly equipped and prepared to learn.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They should ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They inform the school of the reason for any absence by telephone call to the School Office (0116 2782535) on **each** morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given, the absence will be automatically unauthorised.
- They know that they will not have holidays authorised during term time.
- They make medical and dental appointments outside school time whenever possible. Where this is not possible, parents/carers should get the school's agreement in advance and ensure the pupil is out of school for a minimum amount of time needed.
- They give the school up to date information (and evidence when requested) regarding diagnosed medical conditions which may affect attendance.
- They provide the school with up to date contact details.
- They read and action support from Appendix B if their child is struggling to come to school.
- They should ensure they read and sign the Home School Agreement each year in relationship to expectations around attendance.

GLEN HILLS PRIMARY SCHOOL

As a school we will:

- Strive to provide a welcoming, calm, orderly, safe and caring environment whereby each member of the school community feels wanted and secure.
- Provide a sympathetic response to any child's parent/carer's concerns.
- Establish an effective system of incentives and rewards to recognise the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents/carers who give a low priority to attendance and punctuality.
- Recognise all young people who fall below the Department of Education threshold of 90% attendance as Persistent Absentees and will treat them as a vulnerable group of pupils who warrant additional support.
- Share key reminders of our Attendance Policy at the start of each academic year and with children who join the school on Mid Term transfers from another setting.
- Track attendance on an individual, group and cohort level.

How we promote good attendance and punctuality at Glen Hills

- Individual attendance figures are reported to parents at Parents' Evenings and at the end of the year in school reports.
- Whole school attendance figures are reported to the Governors termly.
- Celebrating good attendance such as sending letters home.
- Reminders and updates in the monthly Newsletter.
- Using data to target attendance improvements.

Registration, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

| Department | Age | Arrival | Morning registration | Afternoon registration | End of school day |
|------------------|--------------|--|----------------------|--|-------------------|
| Four Plus | 4+ | 4+ doors open at 8:40am. Your child must arrive by 8:50am. | 9am | 12:55pm | 3:10pm |
| Infants | Years 1 + 2 | Atrium doors open at 8:40am. Your child must arrive by 8:50am. | 9am | 12:55pm | 3:20pm |
| Juniors | Years 3 to 6 | Junior gate opens at 8:35am and shuts at 8:45am. | 9am | Year 3 and 4 1:05pm Year 5 and 6 | 3:15pm |

| | | | | | |
|--|--|--|--|--------|--|
| | | | | 1:15pm | |
|--|--|--|--|--------|--|

Registration is a legal requirement and creates an orderly start to the school day.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.

What happens if my child is late?

- Any pupil arriving after 9.00am will receive a 'U' code in the register which equates to an unauthorised absence.
- The school Management Information System (MIS) is used to log and record children who frequently arrive to school late. The office staff also keep a record of 'late' arrivals.
- Frequent late arrivals would be recorded and parents would be informed by a letter explaining the impact on learning. This conversation might be verbal, for example at Parents Evenings or with a member of the school's Attendance Team and support will be offered to improve barriers for punctuality.
- Persistent lateness by a pupil will be dealt with initially by the school and if there is no improvement, this will be referred to the Education Welfare Officer.
- Lateness is recorded as an unauthorised absence and can be subject to prosecution by the Local Authority.
- Pupil's attendance and punctuality is recorded on their annual report and will be passed to future schools.

Procedures for Following Up Absence and Lateness

1. Registers are checked daily by the School Office. School attendance records are completed daily and stored electronically for future reference.
2. Absence calls are listened to.
3. If a pupil is absent and **no reason has been provided by 9.30am**, the school will contact all contacts available to establish where they are as part of the safeguarding procedure. This causes a lot of unnecessary wasted time for the office staff, so parents/carers must ensure they call school to explain their child's absence.
4. If a child's parents/carers do not answer, a message will be left asking for contact with an absence reason.
5. If a child is deemed at risk by the school (they may be under Social Care or an older child who walks to and from school) then school will make a home visit. This will be members

of the safeguarding team. If the child cannot be located, school would contact Social Care and/or the Police.

6. If a child is absent and has an allocated Social Worker, school will let them know if the child is absent or might be at risk.

How we monitor school attendance at Glen Hills?

| Attendance % | How many days off a year is this? | Learning Hours Lost | What does this mean? | Impact on education | What school will do? |
|--|-----------------------------------|----------------------|---|--|--|
| Excellent 99% to 100% | 0 - 2 days | 0 - 13 hours | Attendance levels are good to excellent | Children are accessing a good level of learning opportunities. | Continue to encourage high levels of attendance with incentives and praise. |
| Satisfactory 96% to 98% | 4 - 7.5 days | 25 - 49 hours | | | |
| Cause for Concern 90% to 95% | 9.5 - 19 days | 62- 124 hours | Attendance levels causing significant concern | High risk of underachievement | Analyse data. Send tiered letters of concern. Offer support. Parent contract may be put in place (see Appendix D). Parents/carers (and if appropriate, pupils) spoken to by member of the school Attendance team. Review date put in place. |
| Critical Concern Below 90% | Over 19 days | 124 + hours | Attendance decreased to an unacceptable level – below persistent absence rate despite interventions by school staff | Severe risk of underachievement | Below 90%, a referral may be made to the Educational Welfare Officer. |

When will Glen Hills contact the Education Welfare Officer?

Parents/carers will be kept regularly and fully informed of all concerns regarding attendance and punctuality.

When a pupil is persistently late or absent without good reason, and the school's efforts to effect change have been unsuccessful, a referral may be made to our Education Welfare Officer for further action.

School will also refer irregular or unjustified patterns of attendance to the Education Welfare Officer. Failure by the family to comply with the planned support set by the school in order to remove barriers to attendance may result in further actions, e.g. a Penalty Notice, parental/carers prosecution or an application for an Education Supervision Order.

Every effort will be made to resolve attendance problems with parents/carers and pupils but where problems persist, the Local Authority court team will be informed and requested to initiate legal proceedings.

Authorised/Unauthorised Absence

The school's registers will be coded in accordance with the Department of Education mandatory codes – see Appendix A for Legislation and Guidance and Appendix F for Attendance Codes.

All absences must be explained by a parent/carer. The school will then decide whether or not to authorise the absence.

Any unexplained absence will be unauthorised.

Pupils who miss 10% or more of school are considered **persistent** absentees.

Pupils whose attendance falls below 50% are considered **severe** absentees.

Absence Examples:

| Authorised absences | Unauthorised absences |
|--|--|
| <ul style="list-style-type: none"> • genuine illness of the pupil; unavoidable hospital/dental/doctor appointment for the pupil; • major religious observances • visits to prospective new schools • to attend the funeral of a close member of the family • external exams or educational assessments. | <ul style="list-style-type: none"> • shopping /day trip / visit to a theme park; a birthday treat; • oversleeping due to a late night; • looking after other children / other family member; • appointments for other family members • holidays during term time • absence due to sibling illness. |

The 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/carer states a child is unwell but on return to school, there is evidence they have been on holiday or a day trip.

If the authenticity of an illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card, hospital letter 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.

SEND Children and those with Medical Needs

Glen Hills Primary School recognises that some pupils face greater barriers to attendance than their peers. This can include children with long term medical conditions or those who have special educational needs and disabilities. School will deal with attendance sensitively and put in place reasonable adjustments (such as part-time timetables - see below) and consider whether additional support is needed. If a pupil's attendance becomes a cause for concern, the school may ask parents/carers to provide medical evidence (see above) to substantiate their reasons before any absence can be authorised.

Part-time timetables

In very exceptional circumstances, there may be a need for a temporary part-time timetable (for example, where a medical condition prevents a pupil from attending full-time education). Regular reviews of any part-time timetables will be set up. A child's absence in this situation will be treated as authorised.

Exceptional Leave

Glen Hills Primary School recognise that there may be times when a pupil requires exceptional leave during term time for short periods of time. In these circumstances, parents/carers are asked to complete the 'Request for Exceptional Leave in term time' form to request the absence (see Appendix E). These requests will be considered by the Headteacher on an individual basis. This is highly unlikely to be granted for the purpose of a family holiday. If leave of absence is granted, the Headteacher will determine the length of time a pupil can have away from school. See Appendix C for further details.

Requests for Leave of Absence / Holidays

Glen Hills Primary School feels that any absence from learning disrupts continuity of learning, undermines educational progress and should be avoided.

Since 1st September 2013, holiday absences in term time cannot be 'authorised'. Leave of absence in exceptional circumstances (e.g. attending a funeral or very close family wedding) can be coded in a different way. Some absences can be coded as 'participating in an additional educational activity' (e.g. music exams or sporting fixtures). See Appendix C for further information.

A ‘Request for Exceptional Leave in term time’ form should be completed (see Appendix E) for all planned absences, including holidays. This application should be completed by the parent with whom the child normally resides. The Headteacher will then formally respond to this request in writing. Prior and current attendance will influence the ultimate school response and decision.

If parents/carers still choose to remove their child/ren for a family holiday, parents have the responsibility to inform the school in writing in advance. Depending upon the following criteria the Education Welfare Officer may become involved and a Penalty Notice may be issued if:

1. A child has poor attendance below the 90% threshold (e.g. a number of unauthorised absences occurring within a rolling academic year or one-off instances of irregular attendance, such as holidays taken in term time without permission).
2. A child is already subject to attendance improvement support from the school and Attendance Officer/Educational Welfare Officer involvement.
3. This is the second unauthorised holiday absence within a 6 month period.
4. When the total of ten days holiday is exceeded within an academic year, the Education Welfare Officer will inform the Local Authority, who will in turn fine **each parent/carer** for **each child** absent. It is currently a £60 fine per holiday period not a fine per day. Monies obtained from fines go to the Local Authority, not the school. If the payment has not been made after 28 days, the Local Authority can decide whether to ~~prosecute~~ the parent or withdraw the notice.

Safeguarding and Attendance

Glen Hills Primary School recognises that children ‘missing in education’ can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, child sexual and criminal exploitation.

Where a child is not attending school, has moved without a forwarding address or school, cannot be traced, or contact cannot be made with a parent/carer, the school is required to inform the Local Authority that the child is missing. The school may carry out a home visit and/or refer the family to Social Care and the Police to ensure any concerns for the child’s welfare have been thoroughly investigated.

Pupils will not be removed from the school roll until notified by the Local Authority that their enquiries are complete.

A referral will be made to the Local Authority if no contact has been made with parents/carers by the 10th day of absence (or sooner if deemed appropriate), at which point a child will be considered 'missing from education'.

Tracking Attendance

Glen Hills Primary School will track, analyse and act upon attendance on a weekly case by case for individuals, groups and cohorts. In depth half-termly tracking will be done. Attendance data will be benchmarked to National Average data. Where attendance concerns are raised, school will work with home to recognise barriers to attendance and put support in place. Attendance will be tracked on both MIS and the school CPOMs system to allow for regular reports/concerns to be raised with class teachers so that appropriate support can be put in place.

Supporting Attendance

Glen Hills Primary School will utilise a range of strategies to support attendance;

- school will work together with pupils and parents/carers - listening to them to address any in-school barriers to attendance
- where barriers are outside of the school's control, all partners will work together to support pupils and parents/carers to access any support they may need (e.g. meeting with pupils and parents/carers and agreeing actions to address barriers and/or putting in place a parenting contract (see Appendix D).
- where the needs are wider and a whole family response is more appropriate, this may include a voluntary referral to Early Help assessment, Multi Agency Support or other appropriate services.
- when further engagement is required, meetings between senior leadership and parents will be arranged and may include the school's contact in the Local Authority School Attendance Support Team. Consequences to persistent (90% attendance) and severe absence (below 50% attendance) to the pupil and family will be discussed.
- If voluntary support has not been effective and/or not engaged with, school will issue a fixed penalty notice.

Exclusions, Suspensions and Alternative Provision

In line with the Glen Hills' Behaviour Policy, a child's behaviour may result in a temporary suspension. This could be for lunchtimes only, a fixed suspension or a permanent exclusion.

It is the Headteacher's responsibility to authorise any suspension or exclusion and the Deputy Headteacher(s) or a member of SLT in their absence. The person who authorises the

suspension/exclusion contacts the Inclusion Team and informs the school office (so that the absence can be logged on MIS).

If a child is accessing Alternative Provision, Glen Hills Primary School will monitor and record attendance of the child.

Strategic Lead for School Attendance

The Strategic Lead for school attendance at Glen Hills Primary School is R Wesley (Headteacher) rwesley@glenhills.co.uk.

| | |
|----------------------------|--------------------------------|
| Policy | <i>Attendance</i> |
| Reviewing Committee | <i>Full Governors</i> |
| Last Reviewed | 30 th November 2022 |
| Ratified by Governing Body | 18 th January 2023 |

APPENDIX A – LEGISLATION AND GUIDANCE

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and draws from the following legislation setting out the legal powers and duties that govern school attendance:

Part of The Education Act 1996

Part 3 of The Education Act 2022

Part 7 of The Education and Inspections Act 2006

The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

School attendance Guidance for maintained schools, academic, independent schools and local authorities May 2022

DfE Suspension and Exclusion from maintained schools, Academies and pupil referral units in England. A guide for those with legal responsibilities in relation to exclusions (September 2022)

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

APPENDIX B - PARENTAL SUPPORT AND GUIDANCE

My child is trying to avoid coming to the school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best tackled through partnership with the school, parents/carers and in discussion with the child. If a child is reluctant to attend school, excusing their absence or giving in to pressure from them to be excused from school, is rarely a long-term solution. On the contrary, this gives the impression that attendance does not matter and may make school avoidance more of a problem.

Who should I speak to about this?

Contact your child's teacher immediately and be open about your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship issues, anxieties, dislike of that day's timetable, wanting to be at home with a parent who is also at home or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

If you have spoken to your child's teacher already, you may want to speak to another member of the school team depending on the issues around why your child is reluctant to come to school, such as Mrs Cole (the SENDCo), Mrs Variava (our Pastoral Lead), Mrs Hart (our Midday Manager) or a member of the SMT (Mrs Wesley, Miss Smith or Mr Storey).

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional such as a doctor, School Nurse (see GH website for contact details), Early Help or the Education Welfare Officer.

What can I do to encourage punctuality and good attendance?

Make sure your child gets enough sleep and gets up in plenty of time each morning.
Limit screen time at night to ensure they have a healthy sleep routine.
Ensure they have an appropriate breakfast so they have energy for the school day.
Ensure that they leave home in the correct clothes and properly equipped.
Show your child, by your interest and the way that you talk about school, that you value their education and that school is an important part of their life.
Talk positively about school to your child.

APPENDIX C - OTHER TYPES OF ABSENCE/EXCEPTIONAL LEAVE

Religious observance

School will authorise absence when it falls on a day that is exclusively set apart for religious observance by the parents' or carers' religious body. If a religious body sets apart a single day for a religious observance and a parent applies for more than one day, the school may only record one day as authorised on this basis.

Absence through child participation in public performances, including theatre, film or television-work and modelling

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. Authorisation will be at the Headteachers's discretion and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence. School will ask for evidence of such activities.

Absence through competing at regional, county or national level for sport

Parents/carers of able sporting children can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions.

Authorisation will be at the Headteacher's discretion and they will wish to discuss the nature and frequency of the absence with you and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. Evidence of these events will need to be provided.

Gypsy, Roma, Traveller and Showman families

The attendance of children from travelling families is treated with equity and fairness, taking into account the cultural needs of any local Traveller community; the culture of travelling families can require travel for work purposes and is recognised nationally. However, it has also been recognized that Traveller children's attendance can be low which can result in significant problems with achievement and attainment.

Traveller children of compulsory school age are expected by law (The Education Pupil Registration England Regulations 2006) to attend at least 200 sessions out of a possible 380 session per school academic year.

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. Absence linked to travel for the following reasons will not constitute travel for work purposes: bereavement, weddings, visiting relatives, pre-wedding preparations/weddings, birthdays or absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away, the home school holds the place open and records the absence as authorised through the *T* code.

APPENDIX D – PARENT/CARER CONTRACT

Glen Hills Primary School Parenting Attendance Contract



| | |
|-----------------------|--|
| Date/time of meeting: | |
| Present at meeting: | |
| Pupil name: | |
| Year group/class: | |

| | |
|-------------------------------------|--|
| Current attendance: | |
| Current barriers around attendance: | |

| | |
|---|--|
| Action agreed to resolve barriers: <i>e.g.</i> <ul style="list-style-type: none"> ▪ <i>pupil will arrive at school by agreed time every day (for the next.....)</i> ▪ <i>parent/carer will provide medical evidence for every sickness absence pupil may have</i> ▪ <i>parent/carer will inform the school every morning of a sickness absence</i> ▪ <i>parent/carer will recognise good attendance with(book, prize, sticker chart, hug)</i> ▪ <i>Home will set up Attendance Chart</i> ▪ <i>Parent/carer will ensure child is in bed by and alarm set for</i> ▪ <i>Parent/carer will set up Help Bank of people to support getting child to school</i> ▪ <i>If child has slight stomach-ache, headache, allergies, and is not contagious, child will be sent to school.</i> | |
|---|--|

| | |
|----------------------------|--|
| Attendance target: | |
| Timescale for improvement: | |

Date for Review Meeting:..... Time.....

This Attendance Action Plan was agreed by all present.

| | |
|------------------------|------------------------|
| Parent/Carer: | Pupil (if appropriate) |
| School Representative: | Other Agency: |

APPENDIX E- ABSENSE FORM
REQUEST FOR EXCEPTIONAL LEAVE IN TERM TIME

Dear Parents/Carers,

An increasing amount of pupil absence each year is caused by taking holidays in term-time. Absence from school disrupts continuity of learning, undermines educational progress and can contribute to low achievement.

Please bear in mind that parents do not have the right to leave of absence for holidays in term-time; permission for EXCEPTIONAL LEAVE is granted at the discretion of Mrs Wesley.

In 'EXCEPTIONAL CIRCUMSTANCES', I can authorise up to 10 days of absence per academic year. Anything over 10 days will be unauthorised and will stay on your child(ren)'s record(s). Unauthorised absence can lead to fines by the Local Authority.

All requests for term time absence should be made in advance by completing this form. Please ensure a valid reason is given below.

Thank you for your continued support.

Mrs R Wesley

Head Teacher

Name(s) of child(ren) _____ Class _____

_____ Class _____

_____ Class _____

Date(s) of Proposed Absence:

From _____ To _____

Total number of school days requested _____

- There is no right to a family holiday during term time. Consideration will be given for up to 10 days absence in any school year **IN EXCEPTIONAL CIRCUMSTANCES**.
- Days in excess of the agreed period will be marked as unauthorised absence and recorded on your child(ren)'s school record(s) accordingly.

Please explain the reason for this request for absence below and attach any appropriate evidence.

I am able to give authorised permission for the dates specified above.

I am unable to authorise the above leave request.

_____ Mrs Wesley (Head Teacher) Date _____

APPENDIX F- 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 education activity | Pupil is at a supervised off-site education activity approved by the school |
| D | Dual registered | Pupil is attending another session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment – such as for a transfer to another school |
| 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 |

Authorised absence:

| Code | Definition | Scenario |
|------|-----------------------------------|--|
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Suspended or permanent exclusion | Pupil has been suspended/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 |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |

Unauthorised absence:

| Code | Definition | Scenario |
|------|----------------------------|---|
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school or is in excess of the period determined 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 the reason for the pupil's absence or no reason has been provided |
| U | Arrival after registration | Pupil arrives 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 by pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |