



Coleridge Primary School

Attendance Policy

September 2026

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1. Statement of intent

Our aim at Coleridge is to ensure pupils have excellent levels of attendance and punctuality, in order that they are able to succeed and thrive at school. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

In order to ensure that children have high levels of attendance, we aim to:

- Encourage and recognise good attendance and punctuality.
- Teach children the importance of developing good habits of attendance and punctuality.
- Reduce absence, including persistent and severe absence.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Build strong relationships with families to ensure pupils have the support in place to attend school.
- Liaise with parents regarding attendance concerns.
- Have clear procedures for recording and monitoring attendance and act quickly where issues arise.
- Set aspirational targets for high levels of attendance, above the national average.
- Ensure our attendance policy is clear and easily understood by all staff, parents and pupils.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 1996](#)
- [Equality Act 2010](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Children \(Performances and Activities\) \(England\) Regulations 2014](#)
- [Children and Young Persons Act 1963](#)
- DfE (2026) '[Working together to improve school attendance](#)'
- DfE (2026) '[Keeping children safe in education \(KCSIE\) 2026](#)'
- DfE (2025) '[Children missing education](#)'
- DfE (2024) '[Providing remote education](#)'
- DfE (2024) '[Summary table of responsibilities for school attendance](#)'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedure
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Needs Policy
- Emotional Health and Wellbeing Policy



3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of regular school attendance across the school's policies and ethos.
- Regularly reviewing attendance data, including discussing and challenging attendance trends and identifying groups of pupils who may require additional support.
- Working with school leaders to set goals and areas of focus for attendance and providing appropriate support and challenge around their implementation.
- Ensuring that school staff receive appropriate training on attendance.
- Ensuring that school leaders fulfil their statutory responsibilities in relation to attendance and children missing education.
- Monitoring the implementation and effectiveness of this policy.
- Ensuring that the school's approach to attendance is inclusive and does not discriminate unlawfully against pupils or families.

3.2 The Headteacher

The Headteacher is responsible for:

- Ensuring the effective implementation of this policy across the school.
- Ensuring that appropriate leadership and accountability arrangements are in place for attendance.
- Ensuring that parents and carers are aware of the school's attendance expectations and procedures.
- Ensuring that pupils have access to their full-time education and that action is taken at the earliest opportunity to address patterns of absence.
- Ensuring that attendance concerns are considered alongside safeguarding, SEND, medical and other relevant needs.
- Ensuring that the school works effectively with the local authority and other relevant agencies where additional support is required.

3.3 Senior Attendance Champion and Attendance Officer

The Senior Attendance Champion and Attendance Officer is responsible for:

- Leading the school's strategic approach to improving attendance.
- Developing and maintaining a clear vision and approach for improving attendance across the school.
- Monitoring attendance and the impact of attendance interventions.
- Analysing attendance data to identify patterns, trends and pupils or groups requiring additional support.
- Communicating with pupils and parents/carers regarding attendance.
- Taking a supportive and compassionate approach when listening to pupils and families and identifying barriers to attendance.
- Identifying and following up concerns relating to persistent and severe absence.
- Coordinating appropriate attendance interventions, including statutory interventions where appropriate, where support has not secured sufficient improvement.



- Working with the local authority attendance service and other relevant agencies to address persistent or severe absence and remove barriers to attendance.
- Ensuring that the school fulfils its statutory responsibilities in relation to children missing education and the admission and attendance registers, including notifications to the local authority where required.

The Senior Attendance Champion and Attendance Officer at Coleridge is **Tim Ibbotson** who can be contacted on tibbotson@coleridgeprimary.net.

3.4 Class teachers

Class teachers are responsible for:

- Taking and recording attendance accurately at the beginning of each morning and afternoon session, using the appropriate statutory attendance codes and within the school's agreed registration times.
- Following up promptly where a pupil's attendance is a concern or where information provided by a parent/carer raises a concern.
- Notifying the attendance officer of any attendance concerns they have, including patterns of absence, persistent lateness or other barriers to regular attendance.

3.5 School Admin Team

School admin staff will:

- Monitor calls, emails and absence notifications submitted through the ParentHub app each day, and record reported absences on the school's attendance system.
- Follow up unexplained absences by contacting the parent/carer for a reason for the absence.
- Notify the attendance officer where an absence remains unexplained or where there are concerns about a pupil's attendance.
- Notify the attendance officer of any other attendance concerns they have.

3.6 Parents/Carers

Parents/Carers are expected to:

- Ensure that their child attends school regularly and arrives on time.
- Ensure that their child is collected promptly at the end of the school day.
- Report their child's absence to the school before 8.50am on the first day of absence, providing the reason for the absence and, where known, the expected date of return.
- Provide accurate and up-to-date contact details.
- Provide at least two emergency contact numbers for their child, where possible.
- Ensure that, where possible, routine appointments for their child are made outside of the school day.
- Request leave of absence only in exceptional circumstances and in advance.
- Promote the importance of regular attendance with their child.
- Proactively engage with attendance support offered by the school or local authority and work with the school and other agencies to address barriers to regular attendance.

3.7 Pupils

Pupils are expected to:



- Attend school regularly and arrive on time.
- Speak to a trusted adult if they are worried about coming to school or are experiencing difficulties that may affect their attendance.
- Take responsibility for their attendance and punctuality as appropriate to their age and stage of development.

4. School Day and Registration

4.1 School day

Pupils are expected to arrive at school on time and be ready to begin learning at the start of their session.

EYFS and KS1

- Classroom doors open at **8:45am**.
- Classroom doors close at **8:50am**, when the morning register begins.

KS2

- Classroom doors open at **8:50am**.
- Classroom doors close at **8:55am**, when the morning register begins.

The register remains open for **30 minutes**. Any pupil arriving after the classroom doors have closed must report to the school office and sign in before going to their classroom.

4.2 Morning registration and lateness

Pupils who arrive after the register has begun but before it closes will be recorded as late using attendance code **L**.

Pupils arriving after the register has closed will normally be recorded using attendance code **U**, unless another statutory attendance code is appropriate. A **U** code records the pupil as absent for the session.

4.3 Afternoon registration

The afternoon register is taken at the beginning of the afternoon session:

- **EYFS:** 12:45pm
- **KS2:** 1:00pm
- **KS1:** 1:15pm

5. Recording attendance

5.1 Attendance register

The school uses Arbor to maintain its admission and attendance registers.



The attendance register is a legal record. Attendance is recorded for every pupil using the statutory attendance and absence codes set out in the DfE's *Working together to improve school attendance* guidance.

The school will record attendance accurately and promptly and will ensure that any amendments to the attendance register include:

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

The school will retain all attendance register entries for 6 years from the date the entry was made, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

See Appendix 1 for the DfE attendance codes.

5.2 Unplanned absence

Parents/carers should notify the school of the reason for their child's absence as soon as possible and before 8.50am on the first day of absence and provide an indication of the expected duration of the absence, where known.

Absences can be reported in one of the following ways:

- Through ParentHub, the school's communication app.
- By emailing absences@coleridgeprimary.net.
- By calling the school on 020 8340 3173. Parents/carers can speak to a member of the team directly or leave a voicemail.

Where a pupil is absent due to illness, the school will normally record the absence as authorised. However, where the school has genuine and reasonable concerns about the reason given for the absence, it may request appropriate medical evidence.

The school will not routinely request medical evidence for illness. Where evidence is requested, this may include an appointment card, prescription, medication label or other appropriate evidence. The school will consider each case individually and will take account of the circumstances of the pupil and family.

Where the school has concerns about the authenticity of an illness, it will discuss these concerns with the parent/carer and explain how the absence will be recorded.

5.3 Planned absence

Parents/carers should arrange medical and dental appointments outside of school hours wherever reasonably possible. Where this is not possible, pupils should be absent from school for the minimum amount of time necessary.

Parents/carers should notify the school in advance of any planned absence for a medical or dental appointment. The school will consider whether the absence should be authorised in accordance with the statutory attendance guidance and the circumstances of the individual case.

Parents/carers wishing to request a leave of absence during term time must complete a *Pupil Leave of Absence* form before the absence takes place. The form is available on the school website or from one of the school offices.

Requests for other types of planned absence should be made as far in advance as possible. Parents/carers should refer to Section 6 of this policy for information about the circumstances in which leave of absence may be authorised.



The headteacher may request appropriate evidence in support of a leave of absence request where this is considered necessary.

5.4 Following up unexplained absence

Where a pupil is absent and no reason has been provided, the school will make a **first-day telephone call** to the parent/carer to establish the reason for the absence.

The attendance register will initially be recorded using the appropriate **N code** where the reason for absence has not yet been established. The school will take reasonable steps to establish the reason for the absence.

Where the school is unable to make contact with the parent/carer, further attempts will be made and the pupil's attendance will continue to be monitored.

Once the reason for the absence has been established, the N code will be replaced with the appropriate attendance code as soon as possible, and no more than **five school days** after the session. If the reason for absence cannot be established within five school days, the absence will be recorded using the appropriate **unauthorised absence code**, normally **O**.

Where the school is unable to contact the parent/carer and there are concerns about a pupil's safety or welfare, the school will follow its safeguarding procedures. This may include contacting emergency contacts and, where necessary, making a referral to the appropriate safeguarding agency or contacting the police.

Records of attempts to contact parents/carers and any relevant actions taken will be maintained by the school.

Any safeguarding concerns arising from unexplained absence will be passed to the appropriate member of the safeguarding team promptly and dealt with in accordance with the school's **Safeguarding and Child Protection Policy**.

Where a pupil has been absent for **10 school days or more**, the school has been unable to make successful contact with the parent/carer, and the pupil's whereabouts remain unknown, the school will notify Haringey Education Welfare Service in accordance with the local authority's procedures.

Where a pupil is absent, or is expected to be absent, for 15 school days or more due to illness, either consecutively or cumulatively, the school will notify Haringey Education Welfare Service in accordance with the local authority's sickness return procedures.

5.5 Reporting to parents/carers

The school recognises that effective communication with parents/carers is an important part of promoting regular attendance and punctuality.

The school will:

- Inform parents/carers of the school's expectations regarding attendance and punctuality through year-group curriculum chats, EYFS induction meetings and other appropriate communications.
- Explain the benefits of regular attendance and the potential impact of absence on pupils' educational, social and emotional development.
- Promote and celebrate good attendance and punctuality through school newsletters and other appropriate communications.
- Remind parents/carers that their child's individual attendance information can be accessed through ParentHub and Arbor.
- Provide parents/carers with information about their child's attendance and absence levels at the end of the Autumn and Spring terms via email.
- Include attendance information in pupils' end-of-year reports in the Summer term.



- Contact parents/carers where there are concerns about their child's attendance or punctuality and provide appropriate support and information.

5.6 Persistent absence and safeguarding

All staff at Coleridge Primary recognise that regular attendance is important for pupils' education, wellbeing and safeguarding.

The school recognises that repeated or prolonged absence can be a potential indicator that a pupil or family may be experiencing difficulties or barriers requiring additional support. Children missing education may also be at increased risk of harm.

The school will identify pupils whose attendance is a concern, including pupils at risk of persistent or severe absence, and will seek to understand and address the barriers affecting their attendance.

Where attendance concerns are identified, the school will follow its attendance procedures and work with the pupil and their parent/carer to provide appropriate support. This may include working with the school's safeguarding, SEND and wellbeing teams and, where appropriate, the local authority or other external agencies.

Where absence raises a safeguarding concern, the school will follow its Safeguarding and Child Protection Policy and make appropriate referrals or take other action where necessary.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence during term time where they consider that **exceptional circumstances** apply. The decision to grant leave of absence, including the length of time authorised, is at the headteacher's discretion.

The school will consider each application individually, taking into account the specific facts, circumstances and relevant context of the request. Examples of circumstances that may be considered exceptional include:

- The bereavement or funeral of a close family member.
- Important religious observances. This will normally include the day set aside for the religious observance and the reasonable travelling time required, rather than extended leave.
- Families requiring time together to recover from, or deal with, significant trauma or crisis.
- Circumstances affecting families of service personnel, including where a parent is returning from a long operational tour that has prevented contact during scheduled school holidays.
- Other exceptional circumstances where the headteacher considers that leave of absence is justified.

The school will also consider the individual needs of pupils with special educational needs, disabilities or mental health difficulties and will make reasonable adjustments where required. Reasonable adjustments may include changes to arrangements, routines or support to help a pupil attend school and are considered separately from requests for term-time leave.

The school will consider factors such as the amount of absence requested, the timing of the absence within the school year, the pupil's previous attendance and the potential impact of the absence on the pupil's education and wellbeing.

Requests for leave of absence should be submitted as soon as the need for leave is known and, where possible, at least 4 weeks before the proposed absence. Requests should be made using the *Pupil Leave of Absence* form, available on the school website or from one of the school offices. The headteacher may request appropriate evidence to support an application where this is considered necessary.



6.2 Other authorised absence

The school will record absence using the appropriate statutory attendance code and will only authorise absence where the circumstances meet the requirements of the statutory attendance guidance.

This includes:

- **Illness** – where a pupil is unable to attend school because they are unwell. See Section 5.2.
- **Medical or dental appointments** – where the pupil is absent for a medical or dental appointment. See Section 5.3.
- **Religious observance** – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent belongs. The school may seek advice from the relevant religious body where necessary.
- **Traveller absence** – where a pupil is a child of a Traveller family and the family is travelling for occupational purposes, in accordance with the statutory attendance guidance.
- **Participation in a regulated performance** – where the absence meets the requirements for the relevant statutory attendance code, including where the appropriate licence, exemption or Body of Persons Approval is in place.

Further information about the statutory attendance codes is provided in **Appendix 1**.

7. Strategies for promoting attendance

All members of the school community have a role in promoting the importance of regular attendance and punctuality. The school will use a range of approaches to encourage good attendance, develop positive attitudes towards school and recognise improvements and achievements.

At Coleridge, we:

- Teach pupils about the importance of regular attendance and punctuality through assemblies, PSHE lessons and other appropriate activities.
- Promote positive habits around attendance and punctuality in the classroom and throughout the school.
- Communicate regularly with parents/carers about the importance and benefits of regular attendance and punctuality.
- Celebrate good attendance and punctuality and recognise improvements where appropriate.
- Award the Infant class with the best attendance each week the school attendance teddy.
- Award the two Junior classes with the best attendance each week an additional lunchtime session on the MUGA.
- Work with pupils and parents/carers to understand and address barriers to attendance, providing support and signposting to appropriate services where necessary.
- Use attendance information and data to identify pupils who may require additional support at an early stage.



8. Monitoring attendance

8.1 Monitoring and analysing attendance

The attendance officer will monitor and analyse attendance data regularly to identify pupils and groups who may require additional support and to ensure that attendance concerns are addressed at the earliest opportunity. They will report significant concerns and trends to the SLT.

The school will collect and monitor data relating to attendance and punctuality, including authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, where appropriate.
- Pupils with SEND.
- Children looked after (CLA).
- Pupils eligible for Pupil Premium.
- Pupils who have, or have had, a social worker, where appropriate.
- Pupils who are young carers.
- Pupils at risk of persistent or severe absence.

The attendance officer will analyse attendance data on a half-termly, termly and full-year basis to identify patterns and trends. This will include:

- Patterns in the use of certain attendance codes.
- Particular days or sessions where attendance is lower.
- Historic trends in attendance and absence.
- Patterns of persistent and severe absence.
- Barriers affecting attendance.
- Attendance patterns for particular groups of pupils.

The attendance officer will monitor the impact of attendance interventions and use attendance data to assess whether further or alternative support is required.

The attendance officer will regularly communicate with class teachers and other relevant professionals, such as the SENCO, safeguarding team, wellbeing team and school nurse, to develop a full understanding of the barriers affecting individual pupils' attendance.

Appropriate actions and support will be agreed and put in place following these discussions. This may include meetings with parents/carers, attendance support plans, regular check-ins or referrals to appropriate internal or external services.

The school will benchmark its attendance data at whole-school, year-group and pupil-group level against relevant local, regional and national data to identify areas for improvement. Attendance information and analysis will be shared with the Governing Board as appropriate.

8.2 Improving attendance

The school will take a **support-first approach** to improving attendance. Where attendance or punctuality is a concern, the school will seek to understand the reasons for the absence and identify any barriers preventing the pupil from attending regularly.



The level and type of intervention will be proportionate to the individual circumstances of the pupil and family. This may include:

- Informal conversations with the pupil and parent/carer to understand the reasons for absence.
- Contact from the class teacher or attendance officer.
- Written communication highlighting attendance or punctuality concerns.
- Meetings with parents/carers to discuss barriers and agree actions.
- An attendance support plan setting out agreed actions and responsibilities.
- Regular check-ins with the pupil or a trusted adult.
- Support from the school's SEND, safeguarding or wellbeing teams.
- Referrals to appropriate external services, including the local authority attendance service, Early Help or other relevant agencies.
- Home visits where appropriate.

The school will monitor the impact of any support provided and will adapt the approach where attendance does not improve.

Where support has been offered but has not worked, has not been engaged with, or is not appropriate, the school may consider further formal attendance action in accordance with the school's legal responsibilities and the local authority's procedures.

This may include an attendance contract, a Notice to Improve and/or a request for a penalty notice where the relevant legal threshold has been met and a penalty notice is considered appropriate.

The school will work with the local authority and other relevant agencies where further statutory intervention is required.

8.3 Persistent and severe absence

A pupil is considered **persistently absent** when they miss **10% or more of their possible school sessions**. A pupil is considered **severely absent** when they miss **50% or more of their possible school sessions**.

Where a pupil is persistently or severely absent, the school will seek to understand the reasons for the absence and identify the barriers preventing regular attendance. Support will be individualised to the needs and circumstances of the pupil and family.

Strategies may include:

- Regular meetings and/or wellbeing reviews with the parent/carer to discuss the pupil's attendance and engagement with school.
- ELSA sessions or other appropriate wellbeing support.
- Morning check-ins with a trusted adult.
- Purposeful tasks and responsibilities given to the child to help encourage them into school.
- Parent workshops to support routines at home.
- Sessions or support arranged with the school nurse.
- Family buddies.
- Support from the school's SEND, safeguarding or wellbeing teams.
- Access to wider support services, such as Early Help or Families First.
- Multi-agency support where appropriate.



For pupils experiencing severe absence, the school will consider whether more intensive support or involvement from external agencies is required.

In exceptional circumstances, a temporary part-time timetable may be considered where this is necessary to support a pupil's needs. Any temporary part-time timetable will be agreed with the parent/carer, appropriately recorded and regularly reviewed, with the aim of returning the pupil to full-time education as soon as possible.

9. Penalty notices and legal interventions

The school will use a **support-first approach** to improving attendance. Where attendance concerns are identified, the school will work with pupils and parents/carers to understand the reasons for absence, identify barriers to attendance and provide appropriate support.

Where attendance does not improve despite support, or where support is not appropriate or has not been engaged with, the school may consider further formal attendance action. This may include:

- Holding a formal meeting with parents/carers.
- Working with the local authority to consider a parenting contract.
- Requesting an Education Supervision Order (ESO) where appropriate.
- Engaging children's social care where there are safeguarding concerns.
- Requesting a Notice to Improve where the national threshold for a penalty notice has been met and a Notice to Improve is considered appropriate.
- Requesting a penalty notice where the relevant threshold has been met and a penalty notice is considered appropriate.

The national threshold for a penalty notice is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. When this threshold is met, the school will consider each case individually, taking into account whether further support is appropriate and whether a penalty notice or another form of legal intervention is more likely to improve attendance.

A **Notice to Improve** may be used as a final opportunity for parents/carers to engage with support and improve their child's attendance before a penalty notice is issued. A Notice to Improve will not necessarily be used in every case where the national threshold is met.

Penalty notices will be issued in accordance with the local authority's code of conduct and the DfE's *Working together to improve school attendance* guidance.

The penalty for a first penalty notice is **£160 per parent, per child**, reduced to **£80 if paid within 21 days**. The full amount must be paid within 28 days.

A second penalty notice for the same child within a three-year period will be charged at **£160**, with no reduction for early payment.

A parent will not receive more than **two penalty notices for the same child within any three-year period**. Where this limit has been reached, the school and local authority will consider other legal interventions, which may include prosecution or an Education Supervision Order.

Where attendance does not improve following a penalty notice, or where a penalty notice is not considered appropriate, the school will work with the local authority to consider further legal action. Prosecution may be considered as a last resort where appropriate.

Where a parent is convicted of failing to secure their child's regular attendance at school, the court may impose a fine of up to **£2,500**.

Education Supervision Orders (ESOs)



An Education Supervision Order is a legal intervention made by the **Family Court**. It gives the local authority a formal role in supporting a child and their parent/carer to improve attendance.

Where appropriate, the local authority may apply to the Family Court for an ESO. If an order is made, a supervisor appointed by the local authority will work with the child and family and may require parents/carers to engage with agreed support and review arrangements.

The specific requirements of an ESO will depend on the individual case and the terms of the order.

Where an ESO is not complied with, the local authority may consider further legal action.

10. Deletions of names from the admission register

The school will only delete a pupil's name from the admission register where one of the grounds set out in **Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024** applies.

A pupil's name will never be removed from the admission register for any other reason. The school recognises that removing a pupil from the admission register without following the statutory requirements could constitute off-rolling.

Where required, the school will notify the local authority when a pupil's name is deleted from the admission register. The school will provide the information required by the School Attendance (Pupil Registration) (England) Regulations 2024.

This will include, where applicable:

- The pupil's full name.
- The pupil's address.
- The full name and address of any parent the pupil normally lives with.
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency.
- The pupil's future address, where known, and the details of the parent the pupil will be living with, where applicable.
- The name of the pupil's new school and the date they began or will begin attending, where applicable.
- The reason under which the pupil's name has been deleted from the admission register.

The school will not retrospectively delete a pupil's name from the admission register. The admission and attendance registers will remain an accurate record of the pupils registered at the school and their attendance.

Where a pupil's name is deleted from the admission register, the school will record attendance up to and including the date on which the pupil's name is deleted.

11. Monitoring arrangements

Attendance and punctuality will be monitored throughout the school year. The school's attendance target is **96.2%**.

The Senior Attendance Champion and Attendance Officer will monitor the implementation and effectiveness of this policy and will report attendance information and significant trends to the SLT and Governing Board as appropriate.

This policy will be reviewed annually, or sooner if there are significant changes to statutory guidance, legislation or local authority attendance procedures.

The policy will be reviewed by the Headteacher and Senior Attendance Champion and approved by the full Governing Board.



Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Attending		
Code	Definition	Scenario
/	Present (am)	Pupil is present at school when the morning attendance register begins to be taken.
\	Present (pm)	Pupil is present at school when the afternoon attendance register begins to be taken.
L	Late arrival	Pupil arrives after the register has begun but before it has closed.
B	Attending any other approved educational activity	The pupil is attending an approved educational activity at a place other than the school and is supervised by a person authorised by the school. The nature of the educational activity must also be recorded.
K	Provision arranged by the local authority	Pupil is attending educational provision arranged by the local authority at a place other than the school or another school at which they are registered.
P	Approved sporting activity	Pupil is attending an approved sporting activity at a place other than the school.
V	Educational visit or trip	Pupil is attending an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
W	Work experience	Pupil is attending approved work experience arranged as part of their education.



Authorised absence		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted leave of absence for an exceptional circumstance.
C1	Regulated performance or employment abroad	Pupil has been granted leave of absence to participate in a regulated performance or undertake regulated employment abroad.
C2	Temporary reduced timetable	Pupil of compulsory school age is temporarily attending school on a reduced timetable as part of an agreed arrangement.
E	Excluded	Pupil has been excluded and no alternative provision has been made.
I	Illness	Pupil is unable to attend school because of sickness. This code is not used for medical or dental appointments.
J1	Interview	Pupil is attending an interview for employment or admission to another educational institution.
M	Medical or dental appointment	Pupil is attending a medical or dental appointment.
R	Religious observance	Pupil is absent because the day has been exclusively set apart for religious observance by the religious body to which the parent belongs.
S	Public examination	Pupil is absent to study for a public examination.
T	Traveller absence	A mobile pupil is travelling with their parent, who is travelling in the course of their trade or business.



Unauthorised absence		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is absent because of a holiday which has not been authorised by the school.
N	Reason not yet established	Pupil is absent and the reason for the absence has not yet been established. This code should be replaced when the reason is established.
O	Unauthorised absence	Pupil is absent for a reason which does not meet the criteria for an authorised absence, or the school has not accepted the reason provided.
U	Arrival after registration	Pupil arrives at school after the attendance register has closed.

Do not count towards attendance figures		
Code	Definition	Scenario
D	Dual registered	Pupil is attending another school at which they are also registered.
Q	Lack of access arrangements	Pupil is unable to attend because the local authority has not provided the access arrangements necessary to facilitate attendance.
X	Not required to attend	Pupil is not of compulsory school age and their timetable does not require them to attend.
Y1	Transport unavailable	Pupil is unable to attend because transport normally provided by the school or local authority is not available.
Y2	Widespread travel disruption	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	Part of the school premises is unavoidably out of use and the pupil cannot be accommodated in



		the remaining areas.
Y4	Whole school premises closed	The whole school is closed when it was due to meet for a session and the session has been cancelled.
Y5	Criminal justice detention	Pupil is unable to attend because they are subject to a sentence of detention.
Y6	Public health guidance or law	Pupil is unable to attend because attending school would be contrary to, or prohibited by, guidance or law relating to the incidence or transmission of infection or disease.
Y7	Other unavoidable cause	Pupil is unable to attend because of another unavoidable cause. The nature of the unavoidable cause must be recorded by the school.

Other codes		
Code	Definition	Scenario
Z	Pupil not yet on roll	Pupil's name has been entered in advance of their start date.
#	Planned school closure	The school is closed for a planned closure, such as a school holiday, INSET day or bank holiday.