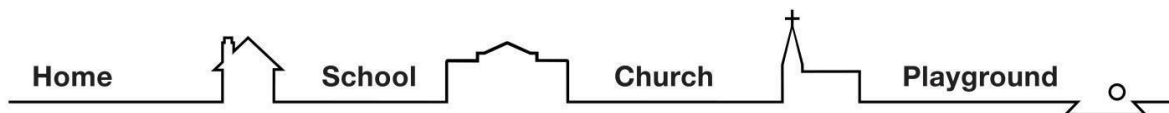




ATTENDANCE POLICY

Person Responsible:	Assistant Headteacher C. Atkinson
Last Reviewed:	Autumn 2024
Adopted by Governors:	Autumn 2024
Next Review due:	Autumn 2025



Thornleigh Salesian College recognises the clear link between the attendance and attainment of students. The aim of this policy, therefore, is to encourage the highest possible levels of attendance (190 days per year) for individual students within the school. Regular and punctual attendance at school is a legal requirement and it is also essential in order for students to maximise their chances of success.

In April 2017, the Supreme Court held that attending school '*regularly*' means attendance in accordance with the rules prescribed by the school and not '*sufficiently frequent attendance*'. This means that a child **must attend school on every day that the school requires him or her to do so** and failure to do this may lead to the commission of an offence. There is clear evidence showing strong links between excellent GCSE results and excellent attendance.

In order to achieve this, all members of the school community have an important contribution to make. The policy should be read in conjunction with the Attendance Procedural Framework.

Aims

- To improve the overall percentage attendance of students at Thornleigh Salesian College
- Reduce the number of persistent absentees
- Raise the profile of attendance amongst the school community
- Ensure the provision of appropriate guidance for parents, students and staff
- Develop and monitor clear procedures for the maintenance of accurate registers
- Develop a systematic approach to gathering, analysing and acting upon data
- Develop a whole school approach to ensure consistency of intervention strategies

At Thornleigh Salesian College, in order for an attendance record to be good, it must be 97% or above:

- 100% Excellent Attendance
- 97% Good Attendance

Each year a number of students from every year group achieve 100% attendance, emphasising that it is an achievable target. Some students achieve this year upon year. Absence during term time, for any reason including authorised absences, interrupts a student's education and risks disrupting their education progress.

Roles and Responsibilities

The Governing body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

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

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the assistant headteacher to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the Local Authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated Senior Leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

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

The designated senior leader responsible for attendance is C. Atkinson (Assistant Headteacher) and can be contacted via catkinson@thornleigh.bolton.sch.uk

The Attendance Officer

The school attendance officer is responsible for:

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

The attendance officer is M. Hilton and can be contacted via attendance@thornleigh.bolton.sch.uk

Form tutors and Year Team

Form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via classcharts.

School Staff

- Provide a welcoming atmosphere for all students
- Promote regular attendance and punctuality
- Be aware of the factors that can contribute to non-attendance
- To be aware of the part all staff can play in ensuring attendance is seen as important for all students
- Monitor daily attendance and support the implement of interventions as appropriate
- Work with Pastoral Teams to ensure the students attend
- Ensure that all absence notes are stored in a secure place
- Where parents/carers fail to make contact providing a reason for absence, the School Attendance Officer and/or Assistant Year Leader will endeavour to contact them

School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the head of year where appropriate, in order to provide them with more detailed support on attendance

Parents

Where this policy refers to a parent, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

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

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.40 on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Head of Year / family liaison officer.

Pupils

Pupils are expected to:

- Attend every timetabled session, on time
- Adhere to appropriate systems for late registration
- Arrive to school and lessons on time – (persistent late comers will adhere to the appropriate sanctions for poor punctuality)
- Remain in school unless given permission to leave; students will collect and keep on their person an exeat slip
- Make themselves aware of their current attendance levels and any targets appropriate to them
- Speak with the appropriate staff member to catch up with missing work
- (Sixthform) Call the school to report their absence before 8.40 on the day of the absence and each subsequent day of absence
- Aim for 100% attendance

Attendance Procedural Framework:

Registration:

The Attendance Officer should ensure that staff responsible for marking registers are aware of the codes to be used and that registers are marked accurately and consistently.

- The school day begins at 8.40am for students, students are encouraged to arrive on school site for 8.30am.
- At 8.40am when the registration bell is sounded and students should go immediately to form time.
- Students entering the school premises after the registration bell are late for school. 'L' code will be used by the form tutor and the minutes late will be logged on class charts. Students will make up minutes late in a lunchtime pastoral detention the same day. Failure to attend will lead to an after school detention.
- Morning registration takes place between 8.40 and 9.05 am.
- Students arriving after registration has ended at 9.05am **MUST** report to the main school reception where they must sign in and explain the reason for lateness.
- Students late for school will be issued with an after school pastoral detention that week.
- If students arrive after the register has closed (9.10) they are marked with a 'U' code
- Afternoon registration takes place AT 12.30 TO 13.00 for Years' 8,10,12 and 12. Registration for Years' 7, 9 and 11 takes place at 13.00 and 13.30 in form rooms.
- Staff will ensure that registers are completed within the first ten minutes of the lesson.
- If a student needs to leave school during the day they must provide confirmation from parents either verbally or by letter for the reason.
- Students must get an exeat signed by the appropriate member of staff and sign out at the main reception and back in on their return to school.

- Students are expected to attend school before or return to school following any medical/agreed appointment taken during the school day.

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

Unplanned Absences:

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.40, or as soon as practically possible, by calling the school admin staff, who can be contacted via attendance@thornleigh.bolton.sch.uk or [01204 301351](tel:01204301351)

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

An absence will also be recorded as unauthorised if:

- Any absence where the school has not given permission
- Truancy from school, with or without parent's knowledge
- Parentally – condoned absence (i.e. parents know their child is absent from school but make no intervention)
- Delayed return from a period of absence
- Arriving late at school after the register has closed
- Holiday arranged in school time

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 on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may ask for a police welfare check.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer

- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: a notice to improve, penalty notice or other legal intervention as appropriate

Reporting to parents

- The school will regularly inform parents about their child's attendance and absence levels through ClassCharts which shows a daily view of attendance.
- The school will inform parents of termly attendance via reports.
- The school will work with parents to inform them of what good attendance looks like.

Planned absence

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

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Approval for term-time absence

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

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

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

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

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

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

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

Any request should be submitted as soon as it is anticipated and, where possible, 3 days before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

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

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

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

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

Internal Absence from Lessons:

Children should never be allowed to leave the premises during school time without permission from a member of the Senior Leadership Team or Care, Guidance and Support Team. It is possible however, that on some occasions, a child will leave the premises without the knowledge or permission of a member of staff.

- If a child does not arrive at their lesson the class teacher should enter 'N' on the register and change this to 'L' once the student has arrived and log the number of minutes late on class charts
- If an 'N' code remains on the class register, the Attendance Officer must check if the child has been sent to First Aid and check reception to see if they have signed out and left the school site officially
- If they have not signed out officially and are believed to be still on the premises; members of staff not supervising students may be directed to search the school site and immediate vicinity
- If the child is not found within a short period of time, the parents/carers should be contacted by the Attendance Officer
- If a member of staff finds the child, a senior member of staff must be told at once; parents/carers, and external agencies will be notified where appropriate

Children who run:

- If a child runs away from school and is in the eye line of adults, the adult should call after the child or try and talk to them to encourage them back into school. Under no circumstances, should a member of staff physically restrain a child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation.
- A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency.
- The member of staff should ring the Attendance Officer, who will immediately contact parents/carers

Internal Truancy Actions

The system for tackling daily truancy is clear, consistent and robust. Students who truant are logged on Class Charts by the Attendance Officer. A detention is sanctioned until 4.15pm with a member of SLT the same day. Non-attendance to this detention will result in one day spent in the Inclusion Unit the next day.

Holidays in Term Time

Taking holidays in term time will affect a child's schooling as much as any other absence. We ask all parents not to book holidays during term time. Any savings that parents/carers may make by taking holidays in school time may be offset by the cost to their child's education.

If a child is absent from school for a holiday, the absence will be recorded as unauthorised and we are obliged to pass this information on to the Early Intervention Service which will result in a Penalty Notice being issued.

Emergency closure, eg, snow days

It is extremely rare for the school to shut for emergencies such as snow. If in doubt, students are advised to check the school website: www.thornleigh.bolton.sch.uk Parents/carers are

asked not to telephone the school. If parents/carers have not heard otherwise we will expect all students to be in school. Absence will not be authorised if the school is open.

Partnership Working

Thornleigh Salesian College will work with the Local Authority and support agencies as appropriate to ensure regular attendance at school.

Penalty Notices, Sanctions and Rewards:

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

Notices to improve

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

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

They will include:

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

Penalty Notices

A penalty notice is an alternative to prosecution and the criteria for issuing a penalty notice will be reduced and a fine will be considered where a student has had 10 sessions (equivalent of five days - consecutive or otherwise) of unauthorised absence over the period of two consecutive half terms.

The school will send a formal letter of warning telling the parent that a penalty notice may be issued. This warning letter will also include details of the child's absences. If a warning letter is received, it is an opportunity for parents to work with the school to improve their child's attendance and avoid the need to issue a penalty notice.

No further unauthorised absences from school must occur from the date of the letter. If unauthorised absences continue and reach ten sessions (five school days or more) a penalty notice may be issued.

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

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

There is no limit to the number of times a formal warning may be issued. This depends on each individual case. However, the school is not required to send a warning letter where the absence is due to an unauthorised holiday during term time.

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

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

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

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

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

Rewards

Good attendance will be identified and rewarded in the following ways:

- 100% termly attendance awards (Bronze, Silver and Gold)
- Termly form attendance rewards
- Weekly 100% attendance praise points
- Most improved attendance rewards
- Celebrating good attendance in forms
- Form Tutor awarded attendance awards

Strategies for Promoting Attendance

Identifying and Tackling Poor Attendance:

- Attendance levels and patterns for individuals, form groups, year groups and the whole school are monitored and action taken to address poor attendance at each level using SOL Attendance.
- Long term absentees are provided with appropriate support to enable them to make a positive return to school (examples may include; phased return, agreed start and finish times, alternative curriculum provision)
- Early identification of potential poor attendees is part of the school's primary liaison work prior to transition
- Appropriate strategies are put in place to support students and parents where appropriate
- Regular contact with parents via telephone calls, letters in regards to any attendance and punctuality issues such as; students with five or more sessions unauthorised absence parents will receive a warning notice, notifications of poor punctuality

Monitoring, Analysis, Evaluation and Action Planning

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

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

We use a system called SOL attendance to track monitor and analyse the attendance of all students including key groups and cohorts of students who need additional support. Different stakeholders will use SOL attendance in the following ways:

- Form Tutors: Day to day monitoring of attendance for their Form, including highlighting attendance trends and informing HoY. Using the data for initial support and reward conversations with pupils.
- Pastoral Leads: Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Senior Leaders: Monitoring Attendance at a whole school level including different cohorts.
- The Attendance Officer: recording interventions, monitoring SA and PA students attendance, highlighting key students for rewards and concerns. Recognising patterns of absence, lateness and medical appointment including particular groups (SEND, PP, FSM, CP, gender, Year Groups), informing action planning. Feedback to parents - via verbal contact (telephone- where required), attendance meetings as part of Staged Intervention Process

- Attendance Champion: Ensuring all staff are using the tracker effectively. Challenging the attendance officer and pastoral staff that low attendance is being challenged and appropriate systems are being followed. Monitoring the impact of interventions. Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends. Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

SOL Attendance also allows the school to:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

- Implement sanctions, where necessary

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

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

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

