

# Attendance Policy



**Date ratified by GB:** 17<sup>th</sup> July 2024

**Author/ Reviewer:** Chris Thomas/ Sarah Rehman

**Next review due by:** June 2026

## Contents

1. Aims .....	3
2. Legislation and guidance .....	4
3. Roles and responsibilities .....	4
4. Recording attendance.....	7
5. Authorised and unauthorised absence .....	9
6. Strategies for promoting attendance .....	12
7. Supporting pupils who are absent or returning to school .....	12
8. Attendance monitoring .....	13
9. Monitoring arrangements.....	15
10. Links with other policies.....	15
Appendix 1: attendance codes .....	16

---

## 1. Aims

At Bradway Primary School, we believe that excellent attendance is essential in enabling children to fulfill the educational opportunities they are given. These opportunities include their attainment, wellbeing, social development and chances in all aspects of life. Championing excellent attendance is a key aspect of our whole-school culture and ethos, it is the responsibility of everyone within the school community. Every school day matters. The more children attend, the better they do.

There is a direct link between children with great attendance and their attainment at the end of Key Stage 2.

### Overall absence rate over the key stage by attainment in reading, writing and maths at the end of key stage 2 in England

	2018/19	
	Number of eligible pupils	Overall absence rate
Did not meet expected standard	180,469	4.7%
Met expected standard	315,315	3.5%
Met higher standard	62,797	2.7%
Total	558,581	3.8%

<https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4/2018-19>

Bradway Primary School is an inclusive school which values all pupils and has the highest expectations for their attendance. We recognise that some pupils find it more difficult than others to attend school and we will work hard to remove barriers and build strong relationships with families to ensure pupils have the right support in place to attend school. We will use resources such as the pupil premium funding for school improvement in the area of pupil premium children's attendance. Good attendance is also heavily involved in our efforts on special educational needs support, mental health and wellbeing, behaviour, bullying and the curriculum.

We will promote good attendance, reduce absence (including persistent and severe absence), act early to address patterns of absence and promote and support punctuality in attending lessons. This will be driven by the school attendance champion but is the responsibility of all staff, the governing body and the Local Authority. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

School attendance champion: Chris Thomas – Headteacher

School attendance governor: Joanna Skorokhod

## 2. Legislation and guidance

This policy meets the requirements of '[working together to improve school attendance](#)' from the Department for Education and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

This policy also refers to the DfE's

- School census guidance
- Keeping Children Safe In Education
- Mental health issues affecting a pupil's attendance: guidance for schools

In August 2024, the government policy has been updated to:

- Reflect changes to the law on keeping school attendance and admission registers including a revised set of codes, granting leaves of absence and access to, and sharing of, attendance information introduced through the School Attendance (Pupil Registration) (England) (Amendment) Regulations 2024.
- Set out the new National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024.

## 3. Roles and responsibilities

### 3.1 The governing board

It is our view that improved attendance can only be achieved if it is regarded as a shared responsibility of the staff, governing body, pupils, parents, headteacher and the wider community.

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- 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
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school

- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The attendance link governor is Joanna Skorokhod. Attendance issues will be discussed at full governing body meetings.

### **3.2 The Leadership Team**

The leadership team is responsible for:

- Implementation of this policy at the school, actively promoting it and ensuring a whole-school approach
- Ensuring that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- 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
- Working with parents of pupils with SEN and/or 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 EHCP 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
- Make home visits when necessary
- Challenge lateness
- Support referral to outside agencies as required

### **3.3 The Attendance Champion**

The designated senior leader is responsible for:

- Leading attendance across the school, creating a whole school ethos of 'Every School Day Matters'
- Meet termly with the linked Inclusion and Attendance Specialist to discuss the school improvement plan objective linked to pupil premium attendance, pupils severely absent (below 50% attendance), pupils on reduced timetables, pupils learning off site, persistent absentees (90% or less) and next steps to progress to excellent attendance.
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to pupils and families

The attendance champion is Chris Thomas who can be contacted via the school phone number 0114 2363723 and enquiries@bradway.sheffield.sch.uk

### **3.4 The Attendance Officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance/ the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The attendance officer is Sarah Rehman who can be contacted via the school phone number 0114 2363723 and enquiries@bradway.sheffield.sch.uk

### **3.5 Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day. This includes those being educated off-site or on reduced timetables. They will also:

- Contribute to a whole school approach for good attendance. Every school day matters.
- Contribute to the analysis of attendance data to identify causes and patterns of absence when appropriate
- Form positive relationships with pupils and families
- Support SLT with documenting interventions and relevant information should legal proceedings be made necessary. Use CPOMs to record these.

### **3.6 School Office Staff**

School office staff will:

- Take calls and messages from parents about absence on a day-to-day basis and record it on the school system
- Implement systems to report, record and monitor the attendance of all pupils
- Ask the appropriate member of SLT/ staff to provide them with more detailed support on attendance when it is persistent absence, severe absence, unauthorised absence, unreported absence or Absence Request Forms
- Follow up on non-reported instances of absence

Pupil premium funding will provide additional support to school office staff to follow up on the attendance reporting and monitoring of pupil premium pupils. This is in line with the school improvement plan.

### **3.7 Parents**

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

- All natural parents
- All those who have parental responsibility
- Those who have day-to-day responsibility for the child (i.e lives with)

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school, email school or use the Scholarpack App messaging service to report their child's absence before 9am 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 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child (doctors, dentist etc) are made outside of the school day
- Tell the school if their child is experiencing difficulties by talking to their teacher, the pastoral manager, SENCO or Headteacher
- Inform the school if there is a change in circumstances that might influence their child's attendance
- Avoid taking your child on holiday during term-time. When this is not possible, send an Absence Request Form
- Keep to any attendance contracts that they make with the school and/or LA

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

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

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.10am. The register for the second session will be taken at 1.15pm and will be kept open until 1.30pm.

## **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by

- calling and/or leaving a message on 0114 2363 723
- messaging on the Scholar Pack App
- emailing [enquiries@bradway.sheffield.sch.uk](mailto:enquiries@bradway.sheffield.sch.uk)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or that it necessitates being absent.

Where the absence is longer than 5 days or the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Please use an Absence Request Form.

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

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.

## **4.4 Lateness and punctuality**

A pupil who arrives late:



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

Persistent lateness will be challenged by a member of the senior leadership team. We will work with the pupil and family to overcome barriers to good punctuality. Lateness affects pupil attainment and wellbeing.

#### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a safe and well check. If this is not successful we may contact the police.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will 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, issue a penalty notice or other legal intervention (see section 5:2)

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels at parents evening appointments and in their academic reports. You can view your child's attendance and absence levels on the Scholar Pack App.

## **5. Authorised and unauthorised absence**

### **5.1 Approval for term-time absence**

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

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

- Taking part in a regulated performance
- 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.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the School's Homepage under Policies>Attendance>Absence Request Form. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

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

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

- Attending an offsite approved educational activity, sporting activity or visit arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- 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

## 5.2 Sanctions

If the pupil is not attending school regularly we will try to get them back to school. We will contact you to raise concerns and arrange meetings with you to help support them to re-engage in their learning. In some circumstances we may suggest an Attendance Contract. An Attendance Contract is a voluntary agreement between School and the parent, it can also be extended to include the child and FIS members. Following this, if there is no improvement, we will need to ask the Local Authority for help.

### Penalty notices

The headteacher, local authority or police can fine parents for the unauthorised absence of the pupil from school, where the pupil is of compulsory school age, by issuing a penalty notice.

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

A penalty notice may also be issued where parents allow the pupil to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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.

### 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 the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for promoting attendance**

We will use a range of systems to support improved attendance. Support offered to families will be child centred. These may include:

- Extended Parent Meetings/ SEN Parent Meetings
- Attendance Parent Meetings
- Referral to the Sheffield Attendance and Inclusion service
- Referrals to support agencies e.g. FIS
- Pupil Voice/ School Council
- Peer Mediators
- PSHE
- Additional learning and/or behaviour support
- Emotionally Based School Avoidance support materials
- Friendship Stop
- The SEN Hub

## **7. Supporting pupils who are absent or returning to school**

### **7.1 Pupils absent due to complex barriers to attendance**

Support offered may include:

- Working closely with parents to work through barriers and to offer support and guidance
- Referrals/ advice to outside agencies such as FIS (Family Intervention Service), Attendance and inclusion team
- Adjustments and additional support to their timetables

### **7.2 Pupils absent due to mental or physical ill health or SEN**

Support offered may include:

- Working closely with parents through SEN Meeting
- Reduced Timetable (RTC)
- Alternative Provision (AP)
- Referrals/ advice to outside agencies
- Where appropriate, an EHCP application

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupils needs, the school will inform the local authority.

### **7.3 Pupils returning to school after a lengthy or unavoidable period of absence and pupils absent due to complex barriers to attendance**

- Attendance Parent Meeting
- Referrals/ advice to outside agencies
- Adjustments and additional support

### **7.4 Pupils absent due to mental or physical ill health or SEN**

Support offered may include:

- SEN Meeting
- Reduced Timetable
- Alternative Provision
- Referrals/ advice to outside agencies
- Where appropriate, an EHCP application

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupils needs, the school will inform the local authority.

### **7.5 Pupils returning to school after a lengthy or unavoidable period of absence**

- Working closely with parents through parent meetings
- Referrals/ advice to outside agencies
- Adjustments and additional support as required

## **8. Attendance monitoring**

Pupils attendance will be monitored and is viewed by the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every term, the School Attendance Champion, Attendance Officer and office staff will provide SLT with the attendance data for year groups. This is also included in the School Governor report. Attendance data is discussed at termly pupil progress meetings and is shared with parents/ carers 3 times a year in school reports. In addition, persistent and severe absence is communicated at parents evening meetings.

## 8.1 Monitoring attendance

The school will:

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

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

## 8.2 Analysing attendance

The school will:

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

## 8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence 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 and their families
- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Meet with the linked Inclusion and Attendance Officer termly.
- Share information and work collaboratively with schools in our locality and the local authority

## 8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

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 are persistently or severely absent, to discuss attendance and engagement at school. These meetings will be an opportunity to:
  - Discuss attendance and engagement at school
  - Listen, and understand the barriers to attendance
  - Explain that help 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 re-engage these pupils
  - Implement sanctions, where necessary (see section 5.2)
  - Discuss attendance letters, other linked meetings and the closer monitoring of attendance
  - Utilise (where appropriate) Pupil Voice activities, friendship groups, PSHE, additional learning support, behaviour support and Emotional Based School Avoidance support materials

## **9. Monitoring arrangements**

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

## **10. 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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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



<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
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
<b>Absent – unauthorised absence</b>		
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
<b>Administrative codes</b>		
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