



Greatstone Primary School

Attendance Policy

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Statement of Intent

Greatstone Primary School is committed to the continuous raising of achievement of all our children. Regular attendance is critical if our children are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience and allows children to take full advantage of the educational opportunities available to them by law. Poor attendance undermines their education.

We actively promote 100% attendance for all our children. The Governors, Leadership Team and staff, in partnership with parents/carers, have a duty to promote full attendance at Greatstone Primary School.

Policy aims and Objectives

The foundation of securing good attendance is having a school that is a calm, orderly, safe, and a supportive environment where all children want to be, and are keen and ready to learn.

Some of the barriers to good school attendance can be complex and are often specific to individual children and families. Greatstone Primary School recognises that improving attendance is best done in collaboration between home and school, by building trusting relationships and working together to ensure that the right support is put in place.

Improving school attendance must be a concerted effort from parents/carers, all teaching and non-teaching staff in school, the governing body, the local authority and other local partners. This policy sets out the roles and responsibilities of each stakeholder and the way in which Greatstone Primary School will seek to drive and promote good school attendance.

The law on school attendance and right to a full-time education

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

(Working Together to Improve School Attendance 2024)

Roles and Responsibilities of Parents and Carers

Parents and carers have a legal duty to ensure that their child attends school on time, every day that the school is open, except when a statutory reason applies.

Where there are attendance concerns, there is an expectation that parents/carers will work with the school and local authority to help them understand any barriers to their child's attendance. Parents/carers should be willing to proactively engage with the support offered to prevent the need for more formal support.

All attendance marks are recorded through Arbor, an MIS system used throughout the school (see Appendix 1 for Attendance Codes). Parents/carers can view their child's attendance percentage by requesting a copy of their child's attendance certificate from the school office. Children's attendance will be sent home with all written reports.

Absence from School

If your child cannot attend school, it is the responsibility of parents/carers to contact the school on the first day their child is absent. Any illness or unexpected absences should be reported via telephone to the School Office (01797 363916) before 9.30am. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts are known. Parents/carers should

update the school daily and inform the school when their child is returning. If the school office has not received notification of absence, we will phone parents/carers and the attempt to make contact will be recorded. It may be necessary to call all emergency contacts listed and conduct a home visit should we not be made aware of a reason for absence.

Should your child have a sickness bug, they should not come into school until 48 hours after their last symptom to reduce the risk of spreading.

Where possible, appointments for your child should be made outside of the school day to prevent loss of learning time. Where this is not possible, copies of any appointment letters/messages can be provided to the school office so that this can be recorded on your child's attendance file.

Lateness

The gates are open to children at 8.30am and children are expected to be sitting in their classrooms ready for registration at 8.45am, whereby the gates will be closed. The school day ends at 3.15pm.

The register is taken at 8.45am each morning. Children arriving after this time must enter school by the main entrance and report to the School Office with their parent/carer where the child's name and the reason for lateness will be recorded. The pupil will be marked as late (Code L).

Registration closes at 9:00 am. Children arriving after the register has closed will be marked as late after registration (Code U) and this will count as an unauthorised absence. Frequent lateness after the register has closed (Code U) will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice. Penalty Notice proceedings for lateness are issued in accordance with the DFE's Working Together to Improve School Attendance (2024). Please see section 'Penalty Notices' for more information.

Leave of Absence Requests

Families should plan holidays in school breaks and avoid seeking permission to take their children out of school during term time unless it is absolutely unavoidable. Leave of absence will only be authorised in exceptional and/or unavoidable circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short and by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. Any application for leave of absence should be made, in writing and in advance, by a parent the pupil normally lives with. The processes for requesting leave of absence is via an email to the School Attendance Officer (attendance@greatstoneschool.co.uk).

Leave cannot be authorised retrospectively. Each case will be judged on its merits and the Headteacher's decision is final. If the absence is not authorised and the leave is taken anyway, the case may be referred to KCC who may issue a Penalty Notice to each parent for each child taken out of school. Please see the section 'Penalty Notices' for more information.

The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays
- Weddings (other than that of Parents/Grandparents)

Only the Head of School can authorise absence using a consistent approach. The Head of School is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in

itself authorise an absence. If absences are not authorised, parents/carers will be notified. If no explanation is received, absences will not be authorised.

Roles and Responsibilities of Greatstone Primary School

At Greatstone Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

All school staff are responsible for maintaining a whole school culture that promotes good school attendance and working with families to help remove any barriers to good attendance.

Class Teachers are responsible for:

- Accurately completing a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark children present, absent or late.
- Reporting concerns about attendance to the designated senior leader responsible for attendance and the Head of School.
- Working with identified pupils and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

The **Head of School (Jaclyn Kay – kajj@greatstoneschool.co.uk /01797 363916)** is responsible for:

- Implementation of this policy
- Monitoring school-level absence data and reporting it to governors
- Monitoring the impact of any implemented attendance strategies
- Requesting fixed-penalty notices, where necessary

The designated senior leader responsible for the strategic approach to attendance in our school is the **Hannah Ferris, Safeguarding and Pastoral Director (spd@lightyear.kent.sch.uk /01797 363916)** It is their responsibility to:

- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitor expectations and processes
- Regularly monitor data to identify patterns and trends and understand which children and cohorts to focus on and proactively use data to identify pupils at risk of poor attendance
- Devise specific strategies to address areas of poor attendance identified through data
- Benchmark attendance data to identify areas of focus for improvement
- Support staff with monitoring the attendance of individual pupils
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.

Our **Attendance Officer (Kim Newman)** can be contacted via the School Office (01797 363916 / attendance@greatstoneschool.co.uk). It is the responsibility of the Attendance Officer to:

- Accurately maintain admission and attendance registers; ensuring that attendance and lateness records are up to date and the appropriate attendance code is entered into the register.
- Have robust daily processes to follow up absences including first day calling.
- 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
- Ensure that parents/carers receive advice and guidance relating to attendance queries or concerns.
- Assist with the tracking and monitoring of punctuality and attendance.
- Ensure that concerns regarding a child's absence from school are referred to the DSL or a Deputy.

- Oversee the procedure for requesting fixed-penalty notices, liaising with the Head of School as necessary, and ensuring that all paperwork is completed in a timely manner
- Complete all appropriate attendance returns and notifications to Kent County Council via the Digital Front Door.

Our **Inclusion Team** can also support with attendance by:

- Arranging calls and meetings with families to help address and support with any barriers to good attendance
- Delivering targeted intervention and support to pupils and families
- Reporting concerns about attendance to the designated senior leader responsible for attendance and/or a DSL.
- Working with School and KCC Attendance Officers to tackle persistent and severe absence

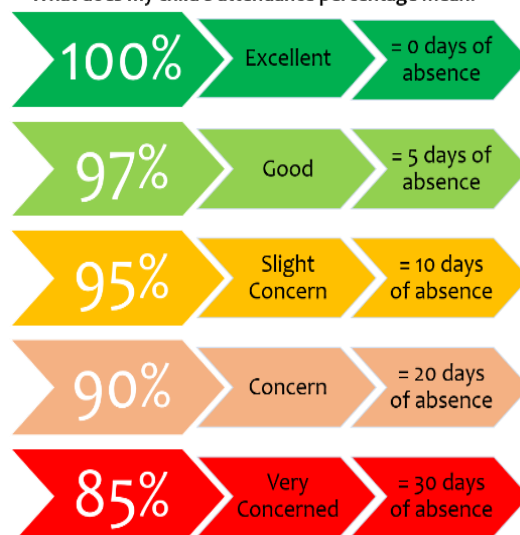
Timeline of the Staged Approach for children with lower attendance than their peers

Greatstone Primary School will also provide additional and targeted intervention where attendance concerns are identified and more formalised support is needed:

- **95 - 100% attendance** – Class Teachers will monitor children's attendance on a regular basis and raise any concerns to the Attendance Officer/member of Inclusion Team.
- **90 - 95% attendance** – Attendance will be monitored and where concerns are identified we will use school intervention letters/meeting with parents/carers.
- **Below 90% (Persistent Absentees)** - Attendance is monitored weekly. School Intervention letters sent and attendance meetings held where appropriate. We will look to put additional targeted support in place to remove any barriers. Where necessary this may include working with outside agencies. Children will be discussed as part of Attendance Meetings with KPAS Attendance Officers. If no improvement is seen and attendance remains a concern, the school will formalise support in conjunction with the local authority.
- **Below 50% (Severely Absent)** – In addition to the above, we will agree a joint approach for all severely absent pupils with the local authority.

Yearly Attendance Graph

What does my child's attendance percentage mean?



- All attendance meetings with parents/carers will be structured with clear targets set to help improve attendance.
- Where out of school barriers are identified, we will signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met. We may need to work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- If the issue persists, we will take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this may include conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, we will continue to work with the local authority and partners.
- Where there are safeguarding concerns, we will intensify support through statutory children's social care, where appropriate.
- Where there are attendance concerns and the level of absence does not improve, or if there are further unauthorised absences, the school may make a referral to the KPAS Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is

appropriate, the school will consult with the Local Authority School Attendance Officer for advice or consider other interventions (Attendance Contract/Notice to Improve etc.).

- For the cases that require intensive family support, the school may make Front Door Referral to request further support

Support for pupils with medical conditions or SEND with poor attendance

Greatstone Primary School will work with pupils and parents to maximise attendance. We will ensure joined up working with pastoral support and, where required, will put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.

We will consider additional support from wider services and external partners and make timely referrals when required.

Support for pupils with (or who have previously had) a social worker

Greatstone Primary School will promote good attendance from this cohort of children by:

- Knowing who the pupils who have, or who have had, a social worker are.
- Understanding how the welfare, safeguarding, and child protection issue that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort.
- Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.
- Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance.
- Work to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.

Promoting and Incentivising Good Attendance

All staff at Greatstone Primary School recognise and celebrate good school attendance through:

- Verbal praise and celebration for good or much improved school attendance
- Phone calls home to recognise improvements in school attendance
- Celebration Assemblies in which the House with the best school attendance that week receives points which build towards a shared goal (extra play/non-uniform day)
- Personal recognition for exceptional school attendance

Using Data to Improve Attendance

The attendance officer has weekly attendance meetings with Senior Leaders to discuss individual pupils and their attendance. Attendance statistics are discussed and relevant attendance reports are shared with key staff to aid discussions with families. Best practice ideas are discussed and data is used to understand the impact of interventions. Termly patterns of attendance are recorded and shared with senior leaders including

- Whole school and individual pupil basis
- Groups e.g. FSM, SEN, PP, CiC, GRT, EAL
- How we compare with national data.

Daily statistics are shared with the DfE via Wonde

Roles and Responsibilities of our Governing Body

The Governing Body will:

- Take an active role in attendance improvement, supporting our school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- Ensure school staff receive training on attendance.
- Regularly review attendance data and help school leaders focus support on the pupils who need it.
- Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils.

Role and Responsibility of Kent County Council

For all pupils:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team (PIAS) that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

For pupils at risk of becoming persistently absent:

- Hold a regular conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.
- Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.
- If the issue persists, and there are multiple needs consider whether the threshold for early help is met and facilitate access where it is.
- Regardless, take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner in cases where threshold is met and all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

For persistently absent pupils (10% or more sessions missed):

- Continue support as for pupils at risk of becoming persistently absent and:
- Work jointly with the school to provide formal support options including attendance contracts and education supervision orders.
- Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.
- Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

For severely absent pupils (50% or more sessions missed):

- Continued support as for persistently absent pupils and:
- All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.
- Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where

appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Support for cohorts of pupils with lower attendance than their peers:

- Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with medical conditions or SEND with poor attendance:

- Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.
- Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.

Support for pupils with a social worker (VSK - Virtual School Kent):

- Ensure that all Children's Social Care practitioners, understand the importance of good attendance for pupil's educational progress, for their welfare and their wider development – and understand their role in improving it.
- Through the work of Virtual School Heads, they should:
 - Undertake systemic monitoring and data sharing of the attendance of children with a social worker in their area: developing and implementing targeted cohort level interventions to improve attendance.
 - Provide advice, challenge and training to schools on how to promote and secure good attendance for children with a social worker.
 - Develop whole system approaches, with social care, to support the attendance of children in need.

For looked after and previously looked after children:

- Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care.
- Appoint an expert Virtual School Head (VSH) who will:
 - Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school whenever they live or are educated.
 - Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance.
 - Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance.
 - Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.

Penalty Notices (Please refer to: [Kent County Council Code of Conduct for issuing penalty notices for school absence 2024](#))

A Penalty Notice can be issued in cases where:

- A pupil is absent on leave which is unauthorised by the Headteacher (recorded by school as code G on the pupil's registration certificate) for 10 or more sessions within 10 school weeks.
- A pupil is absent from school, with 10 or more half day sessions recorded on their registration certificate by the school as unauthorised using:
 - Code O (absent in other or unknown circumstances).

- Code U (arrived in school after registration closed).
- Any combination of code O, U and G codes.
- The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks).
- These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).
- A pupil is present in a public place during school hours without reasonable justification during the first 5 school days of a suspension or permanent exclusion (recorded as code E on the pupil's registration certificate).

Only two Penalty Notices can be issued to the same parent in respect of the same child within a three year rolling period, and any second notice within that period is charged at a higher rate:

- The first Penalty Notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those three years, and KCC will take alternative action instead which may include prosecution in the Magistrates Courts under section 444 of the Education Act 1996.
- Penalty notices can be issued per parent, per child, e.g. 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.

Prior to a Penalty Notice being requested for poor attendance, a notice to improve will be used as a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. **A notice to improve will not be issued for term time holidays or leave of absence.** Kent schools will issue a notice to improve for parentally-condoned absence and unauthorised absence. If, there is an unsatisfactory monitoring period, schools may request a penalty notice to be issued if this is considered the best course of action to improve attendance.

Children Missing Education

No child should be removed from the school roll without consultation between the Head of School (and the Inclusion and Attendance Service when appropriate). Where a child is missing from education for ten school days, Local Authority guidance will be followed and a Child Missing Education referral will be completed for the following circumstances: -

- If the whereabouts of the child is unknown and the school has failed to locate him/her through calling all emergency contacts and conducting a Home Visit (where possible)
- The family has notified the school that they are leaving the area but no Common Transfer File (pupil file) has been requested by another school.

Reduced Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

Exceptional circumstances include:

- There's a specific need for a pupil- e.g. medical condition
- It's in the pupils best interests

- It's on a temporary basis
- A family bereavement
- A pupil joining the school has significant needs and it is being used for transition

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. All applications for reduced timetables are made to KCC.

Home Visits

Through our safeguarding procedures, from the first day of absence, if we are in any way unsure about a child's absence we will carry out a home visit. If a child has been absent for 3 days or more we reserve the right to carry out a home visit even if the parents have continued to be in communication with us. Home visits will always be conducted by two members of staff.

Children with Medical Needs that cannot attend school

The responsibilities of the school

The Lightyear Federation aims to ensure that all children, regardless of circumstance or setting, receive a good education to enable them to shape their own futures. Where children are unable to attend school because of their health, the school will follow Department of Education Guidance and work with Kent Local Authority to arrange suitable full-time education (or part-time when appropriate for the child's needs). Supporting documentation from a medical professional (such as a GP, consultant, mental health practitioner etc) who is providing/has previously provided support, diagnosis and/or advice will be required to evidence that medical needs are the cause of school absence.

The Local Authority is responsible for arranging suitable full-time education for children who – because of illness or other reasons – would not receive suitable education without such provision. There will however, be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the Local Authority, for example, where the child can still attend school with some support.

Where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school, the Local Authority would not be expected to become involved in such arrangements unless it had reason to think that the education being provided to the child was not suitable or, while otherwise suitable, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. This might be the case where, for example, the child can attend school but only intermittently.

If the school makes arrangements for suitable education:

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school. This can involve:

- Initial contact being made by the pastoral/inclusion team to establish the child's individual medical need and potential barriers to attending school
- Arrangements being agreed and established e.g. sending work home (including the provision of virtual learning through school's identified learning programmes), education offsite (including through hospital schools) or additional adult support within school (in line with an individual health care plan as appropriate).
- On-going discussions between families, school and health providers to monitor agreed arrangements and identify when/how pupils can be reintegrated back into school (where appropriate).

- Liaising with the SENCO for pupils whom also have Special Educational Needs (SEN).

If the Local Authority makes arrangements for suitable education:

If a child is of school age is unable to attend school because they are in hospital or they have a long-term medical condition, a referral to The Rosewood School will be considered.

Kent Local Authority can help children to continue their education. The support that can be provided includes:

- home tuition
- education at a local centre or other office
- education in hospital.

The type of help Kent Local Authority offers will depend on the child's specific illness or medical needs. Short hospital stays would not meet the criteria for Local Authority support.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully.
- When reintegration is anticipated, work with the local authority to:
 - Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible.
 - Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from the school).
 - Create individually tailored reintegration plans for each child returning to school.
 - Consider whether any reasonable adjustments need to be made

Appendix 1 – Attendance and Absence Codes

Attendance Codes	Code Definition
/	Present (am)
\	Present (pm)
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school

Absence Codes	Code Definition
Authorised absence	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Absent - unable to attend school because of unavoidable cause	Code Definition
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Administrative codes	Code Definition
Z	Prospective pupil not on admission register
#	Planned whole school closure