

## Vanguard Learning Trust



*As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.*

# Attendance and Punctuality Policy February 2023

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## 1. Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. At Hermitage, we fully recognise our responsibility to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours. Our policy applies to all children registered at our school and this policy is made available to all parents/carers via our school website and information within the policy is shared regularly on Dojo and at parent meetings.

This policy has been written to adhere to the relevant Children's Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

Procedures in this policy are followed to ensure this happens. The Department for Education recommends a minimum average attendance of 95%. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning. This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

## 2. Policy

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance. We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

### 2.1 Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues (individual support plans are put in place as needed).
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
  - Raise awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education from Nursery to Year 6.
  - Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
  - Work in partnership with pupils, parents/carers, staff and the Attendance Support Team so that all pupils realise their potential, unhindered by unnecessary absence.

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

## **2.2 We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents/carers, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## **3. Rights and Responsibilities for attendance and punctuality**

### **3.1 The Legal Framework**

There are legal obligations on:

- The parents/carers to secure education for their children; to send them to school regularly once they are on the register.
- The School to register attendance and notify the Local Authority of absence from school.
- The Local Authority to provide education and to enforce attendance.

This policy meets the requirements of the [‘Working Together to improve school attendance’](#) from the Department for Education (DfE), 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 guidance on the [school census](#), which explains the persistent absence threshold.

## **School Governors**

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the head teacher to account for the implementation of this policy.

Attendance is also monitored half termly via VLT Trust.

## **Head of School:**

- To be responsible for the overall management and implementation of the policy.
- Implementation of this policy at the school

## **Acting Assistant Head: Mrs Lestacia Stephen**

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.
- Monitoring school-level absence data and respond to findings, reporting to governors.
- To meet with the School Attendance administrator to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- Supporting staff with monitoring the attendance of individual pupils.
- Issuing fixed-penalty notices, where necessary in line with Hillingdon Local Authority policies and procedures.
- To liaise with external agencies such as the Attendance Support Team and make referrals for persistent absenteeism, unauthorised absences linked to holidays during term time, other unauthorised absences, pupils missing in education
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the teachers, to plan for the reintegration of pupils after long-term absence.
- To revise and amend the policy, as required.
- To deal with parental requests for exceptional leave in line with Hillingdon's Local Authority policies and procedures.

## **School Attendance Administrator: Mrs Vesela Raycheva**

- To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received.
- To check the school answer phone and take messages from parents/carers about pupil absence.
- To promptly inform the AAH, if there are any concerns relating to attendance/punctuality.
- To produce weekly/monthly/termly/yearly data for AAH to analyse.
- To record reasons for absence and updating class registers on SIMs.
- To contact parents/carers by letter, email, following continued instances of lateness or absence.
- To report to the Local Authority and Attendance Support Team, as requested.
- To maintain clear communication with the AAH regarding attendance and punctuality within the school
- To ensure staff are following the registration systems and structures in this policy.
- Inform parents of school procedures, when parents have failed to inform the school.

**Staff:**

- For recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Take a formal register of all pupils twice a day: 8.30 (Nursery) 8.45 whole school. In the afternoon: 12.30 EYFS, 12.45 Year 1 / Year 2, 1pm Year 3, 1.15pm Year 4/ Year 5 / Year 6.
- To regularly remind children and parents/carers about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- To promptly inform the AAH, of pupils who persist with poor attendance.
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings.
- To monitor weekly attendance data for their classes / year groups.
- Apply the in class incentives as listed in this policy that promote good attendance

**Parents/Carers:**

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents /carers should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches etc. parents/carers should inform the school and bring them in. If they don't get any better, school will contact parents/carers straight away, to collect them. If pupils' have hospital appointments, parents should let the school know **and provide evidence of a booked appointment, including time and date**. Pupils' should be brought back to school after appointments.

Therefore, parents/carers are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic items required for the day (reading books/records, homework).
- Not arrange medical and dental appointments in school time.
- Telephone to inform the school on the first day of absence for their child.
- Provide a written or verbal explanation of absence, including dates of absence.
- Provide school with medical proof of absences that go beyond a couple of days.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

**The Local Authority, through the Attendance Support Team, are expected to:**

- Support the school in improving attendance and punctuality, through their internal processes (targeted letters/attendance panel meetings/fines/court proceedings).
- Work with families and other agencies to remove barriers to good attendance.

- Ensure that parents/carers are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

#### 4. Why regular attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning as well as social, emotional development. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

#### 5. Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance on our website.
- Report to you annually on your child's attendance and punctuality rate via school reports (frequent reporting and meetings takes place monthly for pupil absences which fall below 94%).
- Celebrate half termly and annual attendance through certificates and assemblies.
- Work collaboratively with parents/carers to remove any barriers to good attendance.
- Follow our internal absence procedures to tackle persistent absenteeism and lateness.

Specific rewards include:

1. All children who achieve 100% weekly attendance are entered into a class draw, as well as children with most improved attendance:

- The winner gets a treat that lasts for the whole of the following week (this will encourage further good attendance and will remind the others daily of the reward) e.g. sitting on a special chair, a cushion, wearing an item of non-uniform, first in the line all week, each class to discuss what their weekly rewards should be

2. Half termly graded certificates for that half term only

- 99-100 - Diamond
- 97-98 - Gold
- 95-96 - Silver
- 92-94 – Bronze
- Most improved

3. Termly Diamond winners to be entered into a draw for a family voucher/gift

4. Yearly diamond attendance - cake/families invited into school

Alongside the class draw, individual systems for supporting class attendance are also set up by class teachers.

## 6. Understanding types of absence

Every half-day absence from school must be classified by the school (not by the parents/carers), as either **AUTHORISED** or **UNAUTHORISED**. Therefore, information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reasons like illness, religious observance, hospital appointments, emergencies or other unavoidable causes.

Consequently, not all absences supported by parents will be classified as authorised.

**UNAUTHORISED** absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority's Attendance Support Team

using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained, no notice given
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- exceptional leave in term time which has not been agreed
- excessive illness without medical evidence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

You can support your child by:

- Ensuring regular and early bed times
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast or speaking to the school about attendance at Breakfast Club
- Reporting any academic or social concerns promptly
- Retaining open & honest communication with your child's class teacher
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates
- Informing school of absences immediately

A pupil becomes a '**persistent absentee**' when they **miss 10% or more** schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents/carers fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an action plan and the plan may include: allocation of additional support through our Well-Being Officer, use of circle time, individual incentive programmes and participation in group activities around raising attendance. All PA cases are also



automatically made known to the Attendance Support Team. The Local Authority's Attendance Support Team will follow their own procedures to tackle PA within our school. They will do this on receipt of referrals that we have made.

## **7. Absence Procedures**

### **4.1 If your child is absent you must:**

- Contact us as soon as possible on the first day of absence (by start of school day), by email (parents@hermitageprimary.org.uk) or phone call.
- On the first day children return back to school, to provide any further explanation of the absence
- For continued absence of more than a couple of days, due to illness, provide school with medical proof for the period away from school. For prolonged periods of absence due to continued illness, parents/carers must keep the school regularly updated.
- Help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **4.2 Medical or Dental Appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Advance notice is required for authorising these absences. Please inform the school about the absence and supply any medical appointment letters where possible. 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.

### **4.3 If your child is absent we will:**

- Telephone/text/email you on the first day of absence if we have not heard from you.
- Monitor the absences over a period of time (look for any specific patterns of absence) and write to you sharing your child's attendance % and the need for it to improve.
- Invite you in to discuss the situation with our School Attendance Administrator/Well-Being Officer or Acting Assistant Head teacher if absences persist.
- Make a referral to the Attendance Support Team if attendance continues to fall further below 90% and if

through our own internal monitoring and tracking systems an improvement with attendance has not been secured with the parent/carer (via targeted letters and meetings).

- Where your child has repeated periods of illness, we will ask parents/carers to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may also seek written permission from you for the school to make our own enquiries with your GP via School Health/School Nurse.

We have templates of attendance correspondence which we will employ to target attendance rates between 90 – 95% and below 90%.

## 8. Lateness/Late Collection

Poor punctuality is not acceptable. If your child misses the start of the day they can miss early learning and do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late disrupt lessons; it can also be embarrassing for the child and can encourage further absences. This also applies to children being collected early from school, unless it is for an authorised appointment.

### 8.1 How we manage lateness:

The school soft day starts at 8.35 - 8.45 am and we expect your child to be in class ready for learning by 8.45. Please note that the school gates open at 8.25, allowing parents/carers and children to enter the playground. At 8.35 children will make their way to classes. Entry at 8.35 supports arrival to school on time, therefore avoiding late marks after 8.45. Nursery doors will be open from 8.30 am.

Registers are marked at 8.45 am (the start of the school day) and your child will receive a late mark if they are not in by that time.

At 9.15 am the registers will be closed by the office. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Attendance Lead to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time, we are here to support you.

We have templates of punctuality correspondence which we will employ for persistent lateness.

Parents/carers should collect their child/children on time at the end of each school day 3.15pm.

### 8.1 How we manage late collection:

When a child is not collected after school, the class teacher will hold onto them until 3:20pm and after that will take them to the school office where an SLT member will supervise them and call home. If they are still not collected between 3.20pm and 3.30pm then a £5 late pick up charge will be applied.

Any child still in school after 3.30pm will go into ASC and a charge of £20 will be applied for non-booking. A member of the Senior Leadership Team will also be informed. If by 4pm the parents/carers have still not informed the school and the child has not been collected, then the Senior Leader will consider contacting the Attendance Support Team member Ms Sally Edwards for advice. The Senior Leader will contact

Social Care by 4.30pm if the parents/carers have still not informed the school and the child has not been collected. Social Care may also discuss a potential phone call to the Police. In the interim, the school office will continue to make contact with the parent/carer.

The late collection process also applies to collection after 6pm and late collection from Clubs. Late collection after 6pm will incur a £10 late fee for every 10 minutes late (e.g. £10 from 6-6.10, £20 if

after 6.10pm).

## 9. The Attendance Support Team Officer

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together **surrounding lateness or attendance**. This is nearly always successful. If difficulties cannot be sorted out in this way, we will refer the child to the Attendance Support Team Officer: **Sally Edwards** from the Local Authority.

Sally will also try to resolve the situation by agreement but, if other ways of trying to improve your child's attendance have failed and unauthorised absences persist, Sally can use sanctions such as Penalty Notices per parent/carer per child (currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice) or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 444(1) and 444(1A). Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may be summoned to Court.

**"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."**

Alternatively, parents or children may wish to contact the Attendance Support Team themselves to ask for help or information. They are independent of our school and will give impartial advice. Their telephone number is 01895 250858 or [educationwelfareservice@hillingdon.gov.uk](mailto:educationwelfareservice@hillingdon.gov.uk)

## 10. Monitoring Attendance and Punctuality

### 10.1 Those people responsible for attendance matters at our school are:

School Attendance Administrator – Mrs Vesela Raycheva

Admissions Officer – Mrs Vesela Raycheva

Attendance Lead – Mrs Lestacia Stephen

Attendance Governor – Ann-Marie Taylor Kent

Our school Attendance **Administrator Mrs Vesela Raycheva**, has the responsibility for ensuring that all of the attendance/punctuality data is accurately recorded on the SIMs attendance software. Monitoring can range from daily/weekly/monthly and termly (daily monitoring is based on individual cases). Regular meetings are held with the Acting Assistant Headteacher to discuss all attendance/punctuality concerns and appropriate actions are taken following these meetings:

- on-going monitoring
- letters sent to parents/carers
- meetings arranged to discuss attendance concerns with parents/carers, with agreed actions of support
- referrals made to the Attendance Support Team

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

## **11. Exceptional Leave**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

We will not grant any leave of absence to pupils during term time unless we consider there to be 'exceptional circumstances'. The school will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head of School's discretion.

Parents/carers are expected to follow the guidelines within the Exceptional Leave of Absence policy. Any leave taken without notification to the school will be automatically recorded as unauthorised. All unauthorised absences are referred immediately to the Attendance Support Team.

**The Attendance Support Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. Penalty Notices can be issued to each parent/carer concerned. Please note that it will be per parent per child. The amount of Penalty Notice is £60 if paid within 21 days and then rises to £120 if paid within 28 days. If the notice remains unpaid you will each be summoned to the Magistrate Court and could be fined up to £2500. If unauthorised leave is repeated the Attendance Support Team may summons each parent to Court without a Penalty Notice being issued.**

*(Please reference full Exceptional Leave of Absence Policy)*

The following policies must also be referenced to share our support and strategy for absences linked to health:

- Supporting Pupils with Medical Conditions
- Children with Health Needs Who Can Not Attend School

## **10. Vulnerable children and children missing from education**

A child going missing from education (particularly on repeat occasions) is a potential indicator of abuse or neglect and may also be an indicator of travelling to conflict zones, sexual exploitation, FGM and forced marriage.

The school will inform the local authority of any pupil who is going to be removed from the admission register where they:

- are being home educated
- have ceased to attend and no longer live within reasonable distance of the school
- have been certified by the school medical officer as unfit to attend school before ceasing to be of compulsory school age
- are in custody for more than four months and school does not believe they will be returning to school after the end of that period
- have been permanently excluded

We will inform the local authority of any pupil who fails to attend school regularly, or has been absent for a continuous period of 8-10 school days or more. For children who are on our vulnerable pupils register, contact with the Social Worker or other relevant professional will be made within 24 hours of any unauthorised absence. Attendance and punctuality for children on our vulnerable pupils' register is monitored daily and shared consistently with the allocated Social Worker.

*(CME can be further referenced in our Child Protection and Safeguarding Policy)*

### **13. Performance Licences for Hillingdon resident pupils**

Occasionally we are asked to provide leave for pupils at school to attend external performance based events/opportunities. The applicant (usually the production company or theatrical agent) is obliged to seek the view of the school (normally a form is submitted and a request to complete is listed). The Local Authority will issue Performance Licences based on information provided by applicants.

Our school's attendance threshold for agreeing to a Performance Licence request is:

- Attendance over the year needs to be above 95+%
- Pupil needs to be making expected levels of progress and attainment

### **14. Summary**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for our school is **95%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Hillingdon.

Throughout the school year, we monitor monthly absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in school correspondence and we ask for your full support.

The school has a legal duty to publish its absence figures & its attendance policy to parents/carers and to promote attendance. School attendance data must be available to the Local Authority & the Department for Education. Equally, parents/carers have a duty to make sure that their children attend.

All school staff are committed to working with parents/carers and pupils as this is the best way to ensure a high level of attendance. Regular attendance supports optimising your child's attainment. It is also a fundamental part of the Every Child Matters intentions of:

- Being Healthy
- Being Safe
- Enjoying & Achieving
- Making a positive contribution
- Achieving economic well-being

**Approval / Revision History**

<b>Revision date</b>	<b>By</b>	<b>Summary of Changes Made</b>
6/2/2023	Amy Reeves	New members of staff included in policy, as well as VLT policy template applied
25.10.2023	Lestacia Stephen	Participation Team updated to read Attendance Support Team, and the school attendance lead updated.

**List of appendices**

Appendix 1: Attendance Codes

**Appendix 1:**

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day