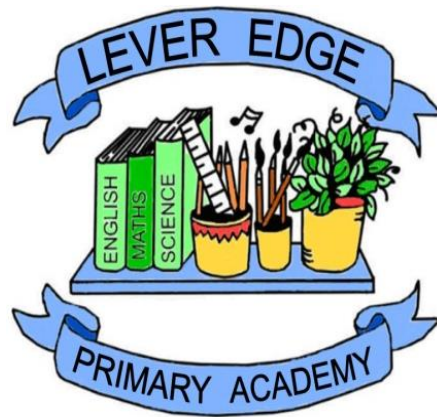


Lever Edge Primary Academy



Attendance Policy

Every lesson counts.

Improving attendance, raising attainment

Reviewed Autumn 2024



PROUD TO BE A
MUSIC MARK
SCHOOL
2023 - 2024



Mission Statement

In striving to enable each child to reach their full potential, Lever Edge Primary Academy aims to stress the importance, to both children and parents, of the need for maximum attendance and punctuality.

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will support parents to perform their legal duty in ensuring their children, of compulsory school age, attend regularly. We will promote and support punctuality in attending lessons.

Introduction

Good attendance is a learned behaviour and we recognise the importance of developing good patterns of attendance.

Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance. School attendance is subject to Education Laws and this policy is written within that context.

It is the legal responsibility or **every** parent to make sure their child receives an efficient, full-time education suitable to their age, aptitude and any special educational need by ensuring regular attendance. This means a child must attend school every day that it is open, except in a small number of allowable circumstances such as being too ill to attend.

This policy:

- encourages a strong attendance ethos;
- has a clear process for managing absence;
- has effective systems for monitoring attendance;
- promotes the importance and legal requirements of good attendance to pupils and their parents/carers;
- helps intervene early when individual pupil absence gives cause for concern;
- has support systems in place for vulnerable pupils;
- rewards and celebrates good and improved attendance

Legal Interventions

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Rights, Roles and Responsibilities

At Lever Edge Primary Academy, the Head Teacher, Mrs Kelly James, is the senior manager who leads on attendance.

The day to day responsibilities for managing attendance issues lie with Mrs Yasmin Walker, School Administrator and the Pastoral Lead, Mrs Jen Broadhurst.

Attendance data is reported to the Local Authority and Department for Education annually, through the census, and to the Governing Body termly. This information is collected through the SIMS system.

The Trustee Board will support the school in promoting good attendance by:

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

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

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

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

The designated senior leader responsible for attendance is Kelly James and can be contacted via head@lever-edge.bolton.sch.uk

The Senior Leadership Team will ensure there is a whole school approach to improving attendance and reinforcing good attendance by:

- Disseminating the Attendance Policy to all staff
- Reviewing the Attendance Policy annually and updating staff on changes at regular meetings
- Ensuring the school has in place strategies for collecting and analysing attendance data
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Promoting the importance of good attendance to parents, carers and pupils through regular whole school letters, assemblies and other communications sent home

The Attendance Team (Mrs K. James, Mrs J Broadhurst and Mrs Y. Walker) will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Implementing the identified strategies for promoting good whole school attendance
- Implementing the identified strategies for tackling unsatisfactory attendance
- Arranging calls and meetings with parents to discuss attendance issues
- Managing individual pupil casework files
- Making referrals to appropriate external agencies and the Local Authority as required

The Teaching and Support Staff Team will support and promote good attendance by:

- Being responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the school system
- Highlighting to the Senior Leadership Team any pupils causing concern at termly Pupil Progress meetings
- Talking to their class about the importance of good attendance
- Promoting whole school initiatives, reward schemes and celebrations
- Delivering a diverse curriculum in a child centered learning environment

The School admin staff will:

- Take calls from parents about absence and record it on the school system

The parents and carers of our pupils will be expected to support good attendance by:

- Talking to their child about school life and taking an interest in their child's educational progress
- Avoiding unnecessary absence, such as holidays in term time
- Contacting school when their child is absent and providing a reason for the absence
- Ensuring their child attends punctually everyday
- Engaging with intervention strategies provided by the school if their child's attendance becomes highlighted as a cause for concern
- Keeping any attendance contracts that they make with the school and/or local authority
- Booking any medical appointments outside of the school day.

Pupils are expected to:

- Attend school every day, on time

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from the academy for the purpose of a holiday in term time and the absence has not been authorised.
- A pupil has accumulated at least ten sessions (5 days) of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Protocol.

Recording Attendance and Attendance Protocols

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 whether every pupil is:

- Present
- Attending an approved off-site educational activity

- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

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 8:30am on each school day.

The register for the first session will be taken at approximately 8:30 am and will be kept open until 8:45 am. The register for the second session will be taken as soon as lunch has ended and the afternoon session begins.

Attendance Percentage Key

Outstanding	100% - 98%
Good	97% - 95%
Cause for Concern	94% - 90%
Serious Concern	Below 90%

Absence procedure

If a child is unavoidably absent from school the parent or carer must:

- Contact school by phone as soon as possible on the first day of absence identifying the reason for absence and the expected date of return

If a child is absent from school without explanation, or if there is a concern, school will follow one of the actions below:

- Make a telephone call to establish a reason
- Visit the home
- Invite the parent to discuss the situation in school
- Issue a Penalty Notice and/or legal proceedings warning letter
- Refer the matter to an appropriate external agency or the Local Authority Education Welfare Service

Categorising Absence

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received. Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. Extended unauthorised absence, including holidays, may result in the school place of the pupil concerned being withdrawn, to enable other pupils to take up a place in school.

Illness

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

Medical/Dental Appointments

Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend for part of the day and should be out of school for the minimum amount of time necessary. Parents/carers must show the appointment card to members of the office staff to confirm the appointment.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package.

Leave of absence

Leave of absence will not be granted during term time unless there are 'exceptional circumstances'. Exceptional circumstances are **NOT**: Relatives coming to stay, cheaper holidays, family day trips, visiting family/friends, shopping, birthday treats, availability of desired accommodation. Leave of absence cannot be granted retrospectively. If you do not apply in advance it will definitely not be granted. The Headteacher considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

The Head Teacher will determine the number of days a child can be away from school if the leave of absence for exceptional circumstances is granted. Any unauthorised leave of absence which is more than 10 sessions (5 days) will trigger a penalty notice.

Religious Observance

Lever Edge Primary Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside the school's holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to school if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance/festival. Any further absence will be categorised as unauthorised. In such cases, the academy may request that a Penalty Notice is issued.

Truancy

All the staff at School are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is almost unknown for a child to truant, if there is a concern that a child might be truanting then action should be taken straight away. If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by phone, or by home visiting if possible, and the Early Intervention Officer. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- 20 days continuous unauthorised absence and both Children's Services/Early Intervention and school have tried to locate the pupil
- A pupil has left the school but it is not known where he/she has gone after both the school and Children's Services/Early Intervention have tried to locate the pupil.

The school will follow the Local Authority's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Late Arrival at School

At Lever Edge Primary Academy all pupils are expected to arrive on time for every day of the school year. It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session. If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



The school register will close at 8.45 am. All pupils arriving after this time will be expected to report to the main office where their arrival will be recorded as late in the register and the parent or carer will be asked to provide a reason for the late arrival.

The school register will officially close at 8:45am. Parents or carers will be asked to provide a reason for the late arrival. Repeated arrival after the close of registration will result in referral to the school's Attendance Team, and this may also result in the issuing of a Penalty Notice or legal proceedings.

Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

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.

A penalty notice may also be issued where parents allow their child 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).

These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

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

Attendance Monitoring

The attendance lead at our school monitors pupil absence on a daily basis.

School will inform a pupil's social worker if they are absent from school on the first day of absence.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health. If there is no contact then school will attempt to contact the parent to ascertain a reason for the absence. If a pupil's absence goes above 3 days, the school will then re-contact the parent/carer of the pupil to discuss the reasons for this and see if any support is needed.

If a pupil's absence continues to rise after contacting their parent/carer, school will consider involving the Early Intervention Team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

Lever Edge collects and stores attendance data to:

- Track the attendance of individuals
- Identify whether or not there are particular groups of children whose absences may be cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

Promotion of Good Attendance

Lever Edge continually promotes the benefits of good attendance through word of mouth, letters, newsletters, on Class Dojo and on the school website. As a school we set high expectations for every pupil and recognise when these are being met through certificates, attendance badges and termly prizes.

Reducing Persistent and Severe Absence

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

The school will:

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

Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

Attendance Escalation of Interventions Procedure

98 - 100%

Excellent Attendance

Pupils whose attendance is within these parameters should be congratulated and receive positive encouragement to maintain high levels of attendance. Actions at this level are the responsibility of the class teacher, with admin support and Attendance Lead.

Class Teacher

- Celebrate class achievement
- Celebrate individual achievement
- Stickers
- Verbal praise to children
- Letters to parents
- Certificate of achievement

Admin Staff

- Telephone home if no parental contact to explain absence
- Attendance Champion**
- Celebrate in attendance assemblies via certificates and awards

95-97%

Good Attendance

Attendance at the bottom end of this level is beginning to cause concern. Early intervention is a preventative measure.

The class teacher or support staff have a key role in ensuring communication with parents.

Formal letter to parents. All parental contact to be recorded.

Class Teacher

- Speak to child about reasons
- Provide appropriate learning support where necessary

Admin Staff/ Attendance Champion

- Letter to parents re level of child's attendance
- Possible meeting with Attendance Champion to discuss reasons and concerns and to offer advice (depending on circumstances)
- Early Help Assessment may be started if deemed necessary

90-94%

Risk of Under Achievement **Approximately 10-20 school days absent in an academic year**

There are concerns over attendance at this level and the pupil is at risk of becoming persistently absent (PA). A more formal approach is required.

The Attendance Champion takes the lead role in dealing with the parents to ensure they support their child's attendance.

Warning letter about possible Penalty Notice or prosecution.

Parents invited to attend meeting with Attendance Champion.

Class Teacher/ Support Staff

- Speak to child about reasons
- Speak to parent about reasons and concerns
- Consider peer support
- Discussion at Parents Evening

Attendance Champion

- Warning letter sent home about possible Penalty Notice or prosecution
- Early Help Assessment may be started if deemed necessary
- Penalty Notice considered
- Parents invited to meeting with Attendance Champion to discuss concerns
- School Nurse support sought
- Regular review of attendance and support provided
- Consider multi-agency working if deemed appropriate

Below
90%

Severe Risk/Extreme Risk of Under Achievements **Upwards of 22 school days absent in an academic year**

A pupil with this level of attendance is identified as persistently absent (PA) and is in a high risk group.

Considerations of Child in Need Meeting or legal intervention to ensure parents accept their legal responsibilities to support their child.

Formal warning letter to parents

Attendance Champion to consider

- Identification of member of staff to be pupil and parents key contact in school
- Multi-agency working
- Attendance Panel held
- Review attendance Contract
- Completion of Early Help Assessment (parent contract) if appropriate and not already in place
- Child in Need Meeting
- Possible Prosecution
- Parent Order/ Education Supervision Order

Attendance Champion

- To monitor the child's attendance
- Make weekly contact with parent
- Review and co-ordinate resources to support the pupil
- Key contact with external support agencies
- More formal meetings with parents if not engaging with discussions around potential legal intervention in the future
- Where there are safeguarding concerns, intensify support through Children's Social Care

Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Code	Definition	Scenario
Absent - Authorised absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – Other authorised reasons

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause

Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays