



Attendance & Punctuality Policy

Updated: July 2023

Approved by: Executive Leader for Teaching & Learning

Review Date: July 2024 (or sooner if required)

Attendance and Punctuality Policy

Introduction

An effective whole school culture of high attendance is underpinned by clear expectations, procedures and responsibilities.

Regular attendance at school is essential to ensure uninterrupted progress and to enable pupils to reach their full potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We do all we can to encourage the children to attend, and to put in place the appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn. We will work with parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Aims

- To ensure each child has full access to all areas of the curriculum and the education they are entitled to.
- To endeavour to provide support and guidance where appropriate to improve children's attendance and punctuality.
- To monitor and identify patterns in individual children's attendance and punctuality throughout the year, pinpointing irregularities, and cause for concern.
- To provide evidence and information for reporting to Parents/Carers, Trust Board / Local Governing board, LA and DFE.
- To maintain and improve attendance to ensure it is above National Average (or a minimum of 96%).
- To reduce lateness and develop and maintain a whole school culture that promotes the benefits of high attendance.
- To comply with the legal requirements of the Education Act 1996 and make reference to the Working together to improve school attendance (DFE guidance May 22) and KCSIE.

Each child's attendance can be summarised as:

100%	Outstanding
96%+	Excellent – Well done! This will help all aspects of your children's progress and life in school.
95%	Average – Well done, strive to build on this
91%-94%	Poor – Absence is now affecting attainment and progress at school. Please work with the school to improve the situation

Below 90%	Unacceptable – absence is causing serious concern. It is affecting attainment and progress and is disrupting your child’s learning. We will work with you and the Education Welfare Officer (EWO) to improve your child’s attendance
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Whole School Involvement

The implementation of this policy is the responsibility of all staff. However, in order to achieve our aims, specific staff have more involvement in the implementation of this policy. These include – Class teachers and teaching assistants, Children, Parents/Carers, School Administration Staff, our Education Welfare Officer and the Senior Leadership Team.

Staff with direct operational responsibility for attendance are:

- Receptionist/ Office staff
- Headteachers / Assistant Headteachers
- Educational Welfare Officer

The Legal Position – a right to full-time education

Under section 7 of the Education Act 1996, the ‘parent’ is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child’s age, ability and aptitude. For the purpose of this policy, a parent means: all natural parents, whether they are married or not, any person who has parental responsibility for a child or young person and any person who has care of a child or young person (i.e. lives with and looks after the child).

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 wither by attendance at a school or by education otherwise than at 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.

Compulsory school age is defined as beginning from the term in which a child turns five. Prosecutions are brought under S440 of the Education Act 1996.

Registers

Registers are STATUTORY LEGAL DOCUMENTS, which must be completed accurately by a member of teaching staff. Attendance registers are taken twice a day: at the start of the morning session and afternoon sessions.

Instructions for completing registers must be followed. The office staff will find out the reason for absences and enter the correct code (see Appendix 1 for a list of codes). If they are in any doubt they will contact the Headteacher for clarification.

For both sessions of the day, staff will record whether each pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,

Absences/ Procedures for Authorising/Unauthorising Absence

- Parents are required to contact school before 9.30am on the first day of absence to confirm the reason of absence and its likely duration.
- If a child is not in school and no reason for absence has been supplied, parents are contacted to clarify the reason for absence.
- Absences can only be **authorised** once the attendance team are satisfied that an acceptable explanation has been provided by parent/carer regarding the absence. It is important that absences can only be authorised by the school and not by the parent/carer. Evidence may be requested to support the explanation.
- Absences may be **unauthorised** if the reason is unacceptable or not validated. Where no reason is provided for an absence, this will initially be marked with an 'N' in the register but will be altered to an unauthorised absence after 2 weeks if no valid reason is provided. Unauthorised absences will be referred to attendance staff to investigate further.
- Parents who routinely fail to make contact with the school will have all absences unauthorised and a referral to the Education Welfare Service may be made.
- If an absent child is subject to a Child Protection Plan or is a Child in Need attendance staff should inform Designated Safeguarding Lead immediately that the child is absent.
- If a member of staff is in doubt about whether an absence should be authorised, then this should be referred to the Head of School.
- Whilst every child has a right to full-time education and high expectations should be set for all pupils, we will consider the individual needs of children and their families who have specific barriers to attendance.
- All pupils will remain on site unless authorisation from the parent has been received for them to leave the school's site during the day.

Acceptable Reason for Absence

- Illness (evidence may be asked for)
- Days agreed by school as Religious observance
- An authorised Leave of Absence (see Leave of Absence section below)

Unacceptable Reasons for Absence

- Holiday: whole weeks and odd days (see Leave of Absence section below)
- Unauthorised Leave of Absence (see leave of Absence section below)
- Parent's illness
- Looking after sick relatives
- Looking after brothers or sisters
- Child tells the parent/carer that they do not want to go to school
- Shopping/running errands (e.g. buying new shoes clothes)
- School clothing in the wash
- Oversleeping
- Head lice
- Birthday
- Children in another school on an Inset Day
- Last day of term
- Truancy (absence without knowledge of Parents/Carers)
- Minding the House
- Routine medical and dental appointments are discouraged in school time (school are happy to support parents if they are having difficulties obtaining appointments outside of school hours. If this is the case, children should attend school either side of their appointment).
- Any other reason that the Headteacher deems unacceptable

Leave of absence during term time

Section 444(1) of the Education Act 1996 states: If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

Legislation introduced in September 2013 states that schools can no longer authorise Leave of Absence during term time, unless there is an exceptional circumstance that warrants granting of the leave. If the leave is unauthorised, and the children are absent during the requested time, parents may receive a penalty notice (fine).

If you would like to make a request for a Leave of Absence then:

- Contact the school office to arrange a meeting with a member of the Leadership Team, usually the Headteacher, before the Leave is planned, and before any booking arrangements are made.
- During the meeting, the reason for the request is discussed, a Leave of Absence form is completed and the Headteacher will advise the parent/carer on the likely outcome. The discussion will surround whether the Leave is 'avoidable' or 'unavoidable'
- The request is discussed by the Senior leadership team at the school and each request will be considered individually.
- A letter is then sent by school to the parent/carer, informing them of the school's decision whether to authorise/unauthorise the Leave.
- If the request is unauthorised and the parent/carer still decides to take the child out of school, on return from the Leave, the school will notify the Local Authority who may issue a penalty notice.
 - The penalty notice is currently £60 per child, per parent if paid within 21 days of receipt of the notice. It rises to £120 if it is paid between 21 and 28 days of the notice.
 - If the penalty has not been paid within 28 days, the council will either prosecute the original offence, or withdraw the notice. It will only be withdrawn if there is proof it has been issued to the wrong person or it ought not to have been issued in the first place. If a conviction for an offence occurs, this can result in a criminal record.
 - The penalty notice may be issued to any parent/carer who has responsibility for ensuring a child regularly attends school. In a 'split family' circumstance, the penalty will be issued to the parents/carers where it is in the public interest according to whether the parent/carer assumes responsibility for ensuring the child regularly attends school.

Circumstances which may be classed as exceptional include:

- Leave of Absence applied for by service families
- Serious or terminal illness of a parent, sibling or other close relative
- Significant family trauma has occurred and it is believed that a break is in the child's best interests
- The leave would be of unique and significant emotional, educational or spiritual value to the child

- The benefit of the leave would outweigh the loss of teaching time
- The applied absence is for reasons that are deemed unavoidable

If any of the above are stated, evidence to support the application may be requested. The leadership team may also take previous attendance, attainment and progress, impending examinations or significant school events or the frequency of any other Leave of Absences into account.

The following reasons for Leave of Absence will **not** be classed as exceptional:

- A family holiday (even if planned in term time due to financial reasons)
- Birthday
- Visiting family
- Wedding of a distant family member/friend

Lateness

- Schools within Elston Hall Learning Trust advertise their own gate opening/closing times. Children who are late must enter via the school reception.
- Lateness (before register closes) is categorised with an 'L'. Lateness (after register closes) is categorised with a 'U' and is unauthorised.
- Where lateness is causing concern, parents will be sent a letter reminding them about the importance of punctuality and offering any additional support.
- If punctuality issues continue and a child has a significant number of 'U' marks, a referral may be made to the Local Authority who may take legal action which could result in a fine.

Monitoring Attendance and Punctuality

- All children's attendance figures are printed weekly and children whose attendance has decreased during the week are highlighted
- The EWO, receptionist and Headteacher meet weekly to analyse attendance patterns, individual and whole school attendance
- Children causing concern will be discussed along with actions taken and progress towards targets.
- All parents receive a letter if unauthorised attendance falls below **96%**.
- Children with unauthorised attendance less than 90% are identified as causing further concern and are given further intervention
- Children who are regularly late are also identified as causing concern and parents will receive letters if lateness is causing concern

Procedures for persistent and severe absence

- If attendance decreases below 90%, parents/carers are invited in to school to meet with Head of School and EWO. An EHA (Early Help Assessment) may be offered.
- If an EHA is unsuccessful, a parenting contract may be established that allows a more formal route to secure engagement.
- The pupil's attendance/punctuality will be monitored until it is no longer a concern
- Following school intervention, if a child's absence remains a cause of concern and a child has a significant number of unauthorised absences then a legal referral to the Local Authority by the Education Welfare Officer may be made. School intervention may include meetings, home visits and liaison with other professionals such as the school nurse.
- If parents/carers fail to attend meetings arranged by the Local Authority to discuss attendance issues and attendance/punctuality does not improve within a specific time, a Penalty Notice could be served.
- If attendance falls below 50%, an intensive support plan involving relevant services will be established and all partners will work together to ensure that top priority is given to supporting parent/carers.
- If all avenues of support have been facilitated by schools, the local authority and relevant services and the appropriate educational support or placements have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

[Children at Risk of Missing Education](#)

School ensures that our policies and procedures are compliant with 'Keeping Children Safe in Education'. When a child is missing from school, this can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy and KCSiE which have specific references to Children Missing Education and Children Absent from Education.

[Lost Children's Database](#)

If a child has not been present at school for four weeks and no contact has been made with school, following lengthy enquiries by the Education Welfare officer, the child will be off registered from school and will become part of the Lost Children's database.

[Elective Home Education](#)

Section 7 of the Education Act 1996 gives parents the right to educate their children 'otherwise' than school.

On receipt of a request to home educate, school will arrange a meeting with parents to discuss the situation. On receipt of written notification to home educate, school will inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools will not seek

to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

Modified timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution and a part-time timetable should not be used to manage a pupil's behaviour. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. 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 record it as authorised absence. There will be formal arrangements in place for regularly reviewing the timetable with the pupil and their parents.

Celebrating Good Attendance

We work hard to ensure our school's attendance improves and are keen to reward our pupils for their excellent attendance.

- Attendance certificates and prizes are awarded termly
- Class teachers are encouraged to praise individuals and class attendance regularly
- Attendance staff will regularly report attendance to other school staff to raise awareness and encourage good attendance.
- Parents are also kept informed through fortnightly newsletters and a termly attendance newsletter
- Other rewards, such as stickers or an attendance trophy, may be given at school's discretion.

Setting Targets

At the time of updating the policy (July 2023), primary school attendance was 94% (in the 2023-24 academic year) and the primary school persistent absence rate was 17.2%. Schools within Elston Hall Learning Trust will always strive to obtain the best attendance possible and remain above the national averages. Where schools do not meet the National Average, additional school-based measures may be put into place.

Race Equality & Equal Opportunities

All children have equal access to a full education regardless of their gender, disability or ability. We are committed to providing a safe and happy school free from racist intimidation or harassment of any kind and for all our children to achieve their full potential.

Reporting Attendance

Attendance is reported to pupil and parents in a variety of ways:

- Annually on the annual academic report
- Attendance issues will be addressed by teachers during parent evenings
- Through ongoing intervention throughout the year
- By publishing attendance and punctuality results on the school web site and newsletters
- Letters sent home for unauthorised under 96% attendance.

Information is transferred to other schools, in line with GDPR, by way of;

- Electronic data systems
- Common Transfer forms
- National Curriculum assessment records
- Passing on of annual reports

The school is required to make attendance returns to the DfE and the LA

Roles and Responsibilities

The Headteacher should:

- Ensure legal requirements are being met with regard to attendance and punctuality
- Be responsible for the operational management of the attendance policy
- To review policy and procedures at least annually with all staff
- To discuss attendance and punctuality with new Parents/Carers and children, and during transition meetings
- To analyse authorised and unauthorised absence regularly with attendance staff and EWO to discuss any attendance issues
- Reward and celebrate attendance
- Send letters home regarding attendance and lateness
- Identify and monitor individual absences and lateness, identifying patterns and trends and target improvements
- Make the school Attendance and Punctuality Policy available to parents
- Hold regular meetings to address attendance issues and implement strategies to increase attendance and reduce Persistent Absence
- Hold Leave of Absence meetings with parents/carers requesting a Leave of Absence
- Report attendance analysis to governors through the Headteacher's Report

- Ensure the Senior Leadership team and office administrator are made aware of any changes to guidelines surrounding procedures for absence and punctuality.

The Trust Board / Local Governing Board should:

- Know and understand the schools policy and procedures for absence and lateness
- Have a designated governor responsible for monitoring and supporting the school with attendance and punctuality.

The Education Welfare Officer should:

- Weekly, document individuals across school whose attendance has decreased, reasons for this and actions to improve it.
- Liaise with the Headteacher and office administrator weekly regarding the analysis of absence and lateness
- Advise the Headteacher and office administrator on actions to increase attendance, reduce persistent absentees and reduce lateness, in regards to the law.
- Update attendance log detailing letters sent to families.
- Lead meetings in school with parents/carers where attendance has decreased below 90%
- Conduct home visits where applicable
- Document each specific intervention and action for persistent absentees, using the school's record.
- Send legal referrals to the Local Authority.
- Send penalty notices for Leave of Absences to the Local Authority
- Liaise with the Local Authority surrounding Children Missing in Education and any other applicable attendance concerns.

The office receptionist should:

- Update admission registers appropriately, including:
 - Any changes to address of existing pupils, including the date when this is expected the pupil will live at this address
 - Any children moving to a different school, including the date from which the pupil is expected to attend the new school
 - Any new children to be registered to the school. This information should be sent to the Local Authority within 5 days
 - Any children being removed from the register, under any grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. This information should be sent to the Local Authority as soon as the ground for removal is met.
- Communicate with Parents/Carers on attendance and punctuality
- Record and store information from parents in an appropriate manner
- Update electronic register with appropriate codes
- Monitor individual attendance and lateness daily, identifying any patterns and absences
- Liaise with the Headteacher and Education Welfare Officer weekly regarding absence and lateness

- Produce reports for class teachers summarising individual and whole school attendance.
- Process letters for parents, following weekly discussion with Headteacher and EWO, and keep a copy on file.
- Process letters in response to Leave of Absence requests, raise fines for any fixed penalty notices and keep a recorded log of all actions.

Class teachers should:

- Ensure that registers are completed in accordance with Attendance and Punctuality procedures
- Date any written letters received from parents/cares regarding lateness or attendance and file in register wallet
- Record any verbal messages from parents/carers regarding attendance or lateness and send to the Attendance Office.
- Raise any concerns regarding attendance or lateness with attendance staff.
- Complete registers by 9:00am and 1:15pm

Parents and Carers should:

- Parents should ensure children attend school every day and punctually
- Parents should follow the schools policy and procedures
- Contact school to inform of any absences by phone or letter on the first day of the child's absence
- Provide evidence of medical conditions which may affect a child's attendance
- Inform school of any changes in family circumstances particularly new addresses or telephone numbers.
- Provide school with emergency contact numbers for at least two people

The relationships developed between parents and school is essential to reinforce positive attitudes to teaching and learning which will therefore encourage positive attendance.

Appendix 1 – Attendance Codes

Absence and Attendance Codes The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at school:

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

/	Present am	
\	Present pm.	
L	Late arrival <i>before</i> the register has closed	A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Code B	Off-site educational activity	This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity
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		notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
Code D:	Dual Registered - at another educational establishment	This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner
Code J	At an interview with prospective employers, or another educational establishment	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
Code P	Participating in a supervised sporting activity	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
Code V	Educational visit or trip	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
Code W	Work experience	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Absence codes when pupils are not present in school are as follows:

Code C:	Leave of absence authorised by the school	Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
Code E:	Excluded but no alternative provision made	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
Code H:	Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
Code I:	Illness (not medical or dental appointments)	Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes. The I code is also used for positive COVID cases.

Code M:	Medical or dental appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
Code R	Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
Code S	Study leave	Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
Code T	Traveller absence	A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G	Holiday not authorised by the school or in excess of the period determined by the head teacher	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
Code N:	Reason for absence not yet provided	Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
Code O	Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
Code U:	Arrived in school after registration closed	Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census.

Code X:	Not required to be in school	This code is used to record sessions that non-compulsory school age children are not expected to attend
Code Y	Unable to attend due to exceptional circumstances	This code can be used where a pupil is unable to attend because: <ul style="list-style-type: none">• The school site, or part of it, is closed due to an unavoidable cause; or• The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or

		<ul style="list-style-type: none"> • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because: <ul style="list-style-type: none"> • The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.
Code Z	Pupil not on admission register	This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
Code #	Planned whole or partial school closure	This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations

DfE School Attendance Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf