



Attendance policy

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1. 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 \(July 2026\)](#), 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 also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(July 2026\)](#) 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 [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- The [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#) and the [2024 amendment](#)
- The [Equality Act 2010](#) and [Children and Families Act 2014](#)

It also refers to:

- [School census guidance](#)
- [Keeping children safe in education 2026](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- 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

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising appropriate requests to the local authority for penalty notices, in line with the national framework and local code of conduct. The Attendance Officer prepares referrals; any notice issued by the school must be issued by the Headteacher or the authorised Deputy Headteacher.
- Working with the parents/carers 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/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader, 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/carers 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 C. Wood and can be contacted via c.wood@sharplesschool.co.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 8)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher

- Working with education welfare officers / Early Intervention Team to tackle persistent absence
- Advising the Headteacher and designated senior leader when a penalty notice referral or other legal intervention should be considered, and preparing the relevant evidence for the local authority.

The attendance officer can be contacted via email on attendance@sharplesschool.co.uk.

3.5 Class teacher

Class teachers / form tutors are responsible for recording attendance for morning and afternoon sessions and every lesson, using the correct codes (see Appendix 1). Registers must be completed on Bromcom within the first five minutes of form time or each lesson. Missing pupils and unexplained lesson absence must be reported promptly through the school's procedures.

3.6 School admin staff / reception

School admin staff / reception will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Attendance Officer / Year Coordinator where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

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

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Email or call the school to report their child's absence as early as possible, aiming to notify school by 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting attendance officer and assigned Year Coordinator, who can be contacted via email or via the main reception 01204 333253.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session, on time

4. Recording attendance

4.1 Attendance register

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

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

- Present
- Attending an approved off-site educational activity
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry

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

See Appendix 1 for the DfE attendance codes.

We will also record:

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

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

The school day starts at 8.45 and ends at 3.15. Pupils must arrive in school by 8.40 on each school day.

The register for the first session will be taken at 8.45 and will be kept open until 9.15.

The register for the second session will be taken at 12.05 and will be kept open until 12.35.

Registration takes place at the same time for all registered pupils, including pupils on agreed part-time timetables. Lesson attendance is monitored separately from the statutory morning and afternoon register.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for an unplanned absence as early as possible, aiming to notify school by 8.45am, or as soon as practically possible, by emailing attendance@sharplesschool.co.uk or calling 01204 333253, extension 206. Parents must contact school on each subsequent day of absence and advise when their child is expected to return.

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

The school will not routinely request medical evidence or apply a blanket requirement after a set number of days. Reasonable evidence may be requested where there is genuine and reasonable doubt about the illness, or to help understand and support prolonged or recurring illness. The school will first discuss the concern with the family, accept appropriate forms of evidence and avoid unnecessary requests for doctors' letters.

Where genuine and reasonable doubt remains after discussion and consideration of available evidence, the school may record the absence as unauthorised and will explain the decision to parents/carers.

4.3 Planned absence

Absence to attend a necessary medical or dental appointment will normally be authorised using code M. Parents/carers should notify attendance@sharplesschool.co.uk in advance, giving the appointment time and collection arrangements and providing appointment confirmation where requested. Pupils should attend school before and after the appointment wherever possible. **Parents should not arrive unannounced to collect a pupil except in an emergency; an emergency or short-notice appointment should be communicated as soon as 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.

The pupil's parent / carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late using code L.
- After the register has closed will be marked with code U, unless another attendance code accurately describes the reason for absence. Code U is an unauthorised absence for the session.
- Any pupil arriving late to school will normally have a twenty-minute lunchtime detention on the day. A pupil who is late to registration twice in one week, or late to a lesson once, will be placed in a Year Coordinator detention, in line with the Behaviour Policy.
- Any students who arrive late to registration three times in one week will be placed in a SLT detention.

The school will consider reasons for lateness, barriers outside the pupil's control and any reasonable adjustments required. Deliberate truancy or refusal to attend lessons will be addressed through the Behaviour Policy, including Reflection Unit placement where appropriate, alongside a parent meeting and support to address barriers.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to establish the reason. If emergency contacts cannot be reached, staff will assess risk with the DSL or safeguarding team and consider a home visit, external agency advice or police involvement where appropriate. Immediate safeguarding concerns will not wait for a set period of absence.
- Identify whether the absence is approved or not
- Identify the correct attendance code as soon as the reason is established. Code N must not remain for more than five school days after the session; where the reason remains unknown, it will be replaced with code O.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Bolton Early Intervention Team (EIT).
- Where relevant, report unexplained absence to the pupil's social worker and/or youth offending team officer and follow the Safeguarding and Child Protection Policy.
- Where appropriate, offer support to the pupil and/or their parents /carers to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

4.6 Reporting to parents

Parents can access their child's attendance and absence levels on the My Child At School (MCAS) system.

School will also update parents/carers through school reports and direct communication when attendance becomes a concern. Letters and meetings will explain absence in days and learning missed, agree support and review progress. Where concerns continue, the school will agree an attendance action plan with the family.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or admission to another educational institution
- Study leave for public examinations, agreed in advance; this does not include mock or other internal examinations
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

A need or desire for a holiday or other absence for leisure and recreation is not normally an exceptional circumstance. Term-time holidays will not normally be authorised. Each application will be considered individually; leave will not be granted automatically for particular events or circumstances.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form. Forms may be requested from the attendance officer attendance@sharplesschool.co.uk. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – code T applies where a pupil of compulsory school age has no fixed abode and is travelling with a parent whose trade or business requires travel from place to place. The school will consider each case under the current guidance; membership of a particular community alone does not determine the code.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons a pupil may attend an educational setting or activity away from the school site, which are not recorded as absence, include (but are not limited to):

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

Where a pupil cannot attend because of an unavoidable cause, such as qualifying transport disruption, lack of access arrangements or unexpected school closure, the appropriate Q or Y code will be used. These are separate from approved off-site educational attendance and are recorded according to the national guidance.

5.2 Sanctions

The school will work with pupils, parents/carers and partners to identify and address barriers to attendance. Where support is not appropriate, has not worked or has not been engaged with, legal intervention may be considered. Decisions will be individual, proportionate and consistent with the national framework, local code of conduct and equality duties.

Penalty notices

Penalty notices for unauthorised absence may be issued by the local authority, police, Headteacher or an authorised Deputy or Assistant Headteacher. Sharples will normally submit requests and supporting evidence to the local authority in accordance with its code of conduct.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the [Equality Act 2010](#) make issuing a penalty notice inappropriate

A session is half a school day, so ten sessions are equivalent to five school days. The sessions need not be consecutive and may combine different unauthorised absence codes. The rolling ten-school-week period may span terms or school years. Meeting the threshold requires consideration of a penalty notice; it does not mean that a fine is automatic.

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 penalty is £120, reduced to £60 if paid within 21 days; the full amount is payable within 28 days.

Notices to improve

If the national threshold has been met and support is appropriate, but offers of support have not been engaged with or have not worked, a notice to improve will normally give parents a final opportunity to engage and improve attendance. It need not be used where support is inappropriate, and the authorised officer will consider whether it is likely to have an impact.

Notices to improve will be issued in line with the local authority's code of conduct.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

As a school, individual and form attendance are celebrated through weekly prizes, certificates, contact home, reward badges and access to reward events. Half-termly attendance celebration assemblies and reward activities promote the value of regular attendance. Rewards will recognise excellent and improved attendance and punctuality sensitively, taking account of disability, medical needs and individual circumstances.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Where pupils have complex barriers to attendance, Sharples will work with families to trial strategies for removing in-school barriers and discuss if any additional referrals can be made to support from external provisions.

7.2 Pupils absent due to mental or physical ill health or SEND

Where pupils are absent due to mental or physical ill health or SEND, Sharples will work with the pupil and family to understand the barriers, trial appropriate reasonable adjustments and provide available support. The SENDCo, safeguarding team and relevant professionals will be involved where needed. Support may include pastoral check-ins, help with anxiety or bullying, and practical arrangements to support access to lessons.

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

Where health needs mean a pupil is likely to miss fifteen school days consecutively or cumulatively, the school will notify and work with the local authority about suitable education. Remote education will be considered only as a last resort, where appropriate, as part of a plan to return to school. Completing work at home does not count as attending school and must not be recorded using code B.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Where pupils are returning to school after a lengthy or unavoidable period of absence, reasonable adjustments to the school day will be explored and pastoral support will be discussed.

A temporary part-time timetable will only be used in very exceptional circumstances to meet an individual pupil's needs, with parent agreement, a clear plan, regular reviews and a proposed end date. It will not be used to manage behaviour. The pupil's social worker will be involved where applicable, and arrangements for a pupil with an EHC plan will be discussed with the local authority. Sessions the pupil is not required to attend will be recorded using the appropriate code, normally C2 for compulsory-school-age pupils.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence, including punctuality, daily for operational follow-up and weekly to identify pupils needing support. Half-termly, termly and annual analysis will examine patterns at individual pupil, year group and cohort level, including disadvantaged pupils, pupils with SEND, young carers, looked-after and previously looked-after children, and children with a social worker.

Attendance information will be shared with the DfE and local authority as required by law, using secure arrangements. The school will work with local authority attendance services and other partners to coordinate support and review its effectiveness.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to form tutors, the Pastoral Team and SLT, to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs co-ordinator, the designated safeguarding lead / safeguarding team and the pupil premium lead).

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Attendance concerns will be addressed early; staff will not wait for persistent or severe absence thresholds before offering support. Attendance contracts may formalise agreed support, responsibilities and review dates with parents/carers and the local authority.

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 2026](#)
- 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 (see section 5.2, above)

9. Monitoring arrangements

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

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND Policy
- Anti-Bullying Policy
- Supporting pupils with medical conditions and relevant online safety procedures

Appendix 1: attendance codes

The following national codes are taken from the [DfE's July 2026 guidance](#). Staff must use the code that accurately describes the circumstances of each session.

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 attends an approved educational activity away from school, supervised by a person considered appropriate by the school; excludes unsupervised home study
D	Dual registered	Pupil is due to attend a session at another school where they are also registered
Absent – leave of 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	Compulsory-school-age pupil with no fixed abode travels with a parent whose trade or business requires travel from place to place
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		

Code	Definition	Scenario
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: 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 been entered in the admission register before their agreed starting day
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Code B must not be used for unsupervised home study or remote education. For dual-registered pupils, schools must agree which setting records each session and follow up non-attendance with the other setting. Code D records that the pupil is due to attend the other registered school; it is not confirmation that they attended.