

# Attendance Policy



**ENDEAVOUR  
ACADEMY**

Sometimes all we need is a FRESH START

**The Vision**

Together, **we** aim to develop well rounded, confident and responsible individuals who will aspire to achieve their full potential. Boasting a culture whereby all students and their families are shown compassion and respect, **we** encourage and empower each of them to contribute positively to society, displaying understanding and kindness and to others

***We** do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal, and all achievements are celebrated and by giving students the skills and confidence to achieve their goals now and in the future.*

## Revision History

Issue No.	Date
1	Sept 2024

## Revisions

Record keeping.

- Keep registers electronically (paragraph 31)
- Preserve every entry in the attendance or admission register for 6 years (previously it was 3 years) from the date the data was entered (paragraph 36)
- Use the revised attendance and absence codes (paragraphs 283 to 407)
- Share daily attendance data (paragraph 51)

FPN's:

- £80 to be paid within 21 days, or
- £160 if paid after 21 days but within 28 days.

Working with parents;

- Parenting contracts will now be called attendance contracts. This better reflects the agreement between parents, schools and/or LAs (see paragraph 138 to 150).

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## Introduction

Students who are referred to Endeavour Academy may have already missed large periods of time in previous settings. Endeavour Academy seeks to ensure that all students receive an education which maximises opportunities and enables them to realise their true potential. The Academy provides a welcoming and caring environment. Class sizes are smaller than in a mainstream setting with higher staff to student ratio. Pastoral and academic interventions are available on-site.

We believe that all students benefit from the education we provide and, therefore, from regular attendance. Regular attendance maximises progress and we are dedicated to ensuring this policy is adhered to and provides a consistent practice that encourages and facilitates the regular attendance of all students.

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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 \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student 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 students 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 \(applies from 19 August 2024\)](#) 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

### 3. Roles and Responsibilities

#### 3.1 The Trust

The trust is responsible for:

- Setting high expectations of all school leaders, staff, students, 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 students, 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 students who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all students but adapts processes and support to students' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students 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 students' 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 students, 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 Head of School to account for the implementation of this policy

The school will have a Behaviour and Attendance Link Governor. Their role will be to ensure the school have a clear, written school attendance policy in place and a clear, written school behaviour policy in place. The Link Governor will challenge and support the school to improve attendance at an individual and group level.

#### 3.2 The Head of School

The Head of School 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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Deputy Head of School to be able to do so
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health, and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

### **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, monitoring and analysing attendance data (see section 7) and using this to benchmark to identify areas of focus for improvement
- Regularly monitoring, evaluating, and reporting progress and concerns in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers, and external agencies, where needed to tackle persistent absence
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers

The designated senior lead will work with local authority attendance leads and will be responsible for advising the Head of School when to issue fixed-penalty notices.

The designated senior leader responsible for attendance is Lesley Wood and can be contacted via enquiries@endeavouracademy.co.uk 0191 5185595.

### **3.4 Family Worker**

- Delivering targeted intervention and support to students and families to promote positive attendance

### **3.5 Class Teachers / Form Tutors**

Class teachers / form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1) and submitting this information to the school office before the beginning of Period 1 and Period 5 on the same day.

### **3.6 School Office Staff**

School office staff 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 'senior attendance champion' or Family Worker 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 timetabled session on time
- Call the school to report their child's absence before 9am 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 the 'senior attendance champion' (Lesley Wood) or Family Worker (Alison Pattison), who can be contacted via [enquiries@endeavouracademy.co.uk](mailto:enquiries@endeavouracademy.co.uk) or 0191 5185595.

### **3.8 Students**

Students are expected to:

- Attend every timetabled session, on time

## **4. Recording Attendance**

### **4.1 Attendance Register**

We will keep an electronic attendance register, and place all students 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 (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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 student is attending an approved educational activity
- The nature of circumstances, where a student 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 – Monday to Friday each week**

Registration	8:45-9am
Period 1	9am-9:45
Period 2	9:45-10:20
Break	10:30-10:40
Period 3	10:40-11:25
Period 4	11:25-12:10
Lunch	12:10-12:40
Period 5	12:40-1:30
Period 6	1:30-2:20
Tutor	2:20-2:30

The school day starts at 8.45am and ends at 2.30pm.

Students must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9am. The register for the second session will be taken at 12.40pm and will be kept open until 1.10pm.

Endeavour Academy recognises that prior to admission, many students have not attended school for lengthy periods of time. Endeavour Academy works to support the re-integration process with attendance plans. For these students, the register will close 30 minutes after any start time agreed as part of these plans.

### **4.2 Unplanned Absence**

The student's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via [enquiries@endeavouracademy.co.uk](mailto:enquiries@endeavouracademy.co.uk) or telephone 0191 5185595.

Parents must state a reason for absence.

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

For absence related to mental health go to section 7 (7.2)



Where absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this in advance.

#### **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment.

Parents should contact the school office [enquiries@endeavouracademy.co.uk](mailto:enquiries@endeavouracademy.co.uk) to request a leave of absence form and return this completed, to the same address.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent 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 student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- The 'senior attendance champion' will monitor and report on punctuality. The Family Worker will deliver targeted intervention and support to students and families to promote positive attendance

#### **4.5 Following up unexplained absence**

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

- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may carry out a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- 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 a Local Authority education welfare officer
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals (i.e. Early Help / Social Care and Health)

- 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

The school will regularly inform parents (see definition of 'parent,' as used in this policy, in section 3.7 above) about their child's attendance and absence levels by providing a half-termly attendance report.

## 5. Authorised and Unauthorised Absence

### 5.1 Approval for term-time absence

The Head of School will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Head of School will only grant a **leave of absence** to a student 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
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via request from [enquiries@endeavouracademy.co.uk](mailto:enquiries@endeavouracademy.co.uk) The Head of School may require evidence to support any request for leave of absence.

Other 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 student'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 – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has

agreed this with the school, but it is not known whether the student is attending educational provision.

- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, 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 student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty Notices

The Head of School (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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 student
- 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 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 student must not be present in a public place on that day).

Each parent who is liable for the student'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 student, 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.

### **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 student attends school.

They will include:

- Details of the student'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 does not 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**

The school reward system of '**ENDollars**' recognises engagement and attendance to lessons. Endeavour Academy will celebrate attendance by recognising and celebrating achievements at weekly assemblies.

- The Attendance Champion will work with the Family Worker to consider a range of strategies to promote attendance including Half – termly sharing of attendance certificates, supporting with strategies, training, and accessing support from other agencies along with support from a named keyworker.

Endeavour Academy may work with the local authority to put in place an attendance contract. This is a voluntary, formal written agreement between the school and may also include the Local Authority. Contracts do not have a minimum/maximum duration but are usually for between 3 and 12 months. These contracts are not legally binding and will not be used as a punishment but as a way to agree targets and access to support. If improvements to attendance are not seen, or the agreement is not adhered to, this contract may be included as part of a report for future legal intervention.

**All** attendance contracts will include.

- Details of the requirements for the parent(s)
- A statement from the school and/or LA about support the school will give to parent(s)
- A statement from the parent(s) that they will meet the requirements for the period of time specified in the contract.

## **7. Supporting students who are absent or returning to school**

### **7.1 Students absent due to complex barriers to attendance.**

Students who are referred to Endeavour Academy have usually experienced disengagement in previous settings. Many of our students transfer to roll with low attendance. We believe many of the barriers to attendance are removed when students engage with the small school set up of Endeavour Academy.

All students attending Endeavour Academy benefit from:

- Small classes
- High staff to student ratio
- Named keyworker support.
- Mental Health interventions
- Wellbeing interventions
- SEND support.

All parents of students attending Endeavour Academy benefit from.

- Access to support from a family worker
- Access to a named keyworker to keep up to date with progress and engagement.
- Receipt of half termly attendance certificate

## **7.2 Students absent due to mental or physical ill health or SEND**

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

For absence related to mental health please note that students have been referred to Endeavour Academy for support with social, emotional, and mental health difficulties. Endeavour Academy is a small school offering high staff to student ratio and offers on-site support and interventions for mental health and wellbeing. All students have access to a named Keyworker and SEND support. We strongly believe that students are best placed to access support for mental health when they are attending. Endeavour Academy will work closely with professionals from CAMHS to ensure all interventions are in place, monitored and reviewed to assess progress.

## **7.3 Students returning to school after a lengthy or unavoidable period of absence**

Students have the support of a named Keyworker. For any student returning to school after a lengthy period of absence, the 'Senior attendance champion' will meet with the student and their family to co-ordinate a reintegration plan. This will be reviewed within given timescales and include support offered for academic interventions and catch up.

## **8. Attendance Monitoring**

As a small school we have a clear picture of daily attendance. The 'senior attendance champion' monitors daily attendance and telephone contact is made with those students who have not confirmed absence. Attendance data is used to identify patterns of poor attendance as soon as possible so all parties can work together to resolve them before they become entrenched.

### **8.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly, and yearly across the school and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request. 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 against local, regional, and national levels to identify areas of focus for improvement and share this with the trust.

## **8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students 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 students, groups, or cohorts that it has identified via data analysis.
- Provide targeted support to the students 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 Keyworkers, to facilitate discussions with students and families, and to the trust and school leaders (including special educational needs co-ordinators, the designated safeguarding lead, and the student 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 student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

## **8.4 Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student 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 students 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 students. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above)

The Academy will always try to communicate with you regarding your child's attendance if it declines. This communication may involve explaining that attendance is a cause for concern by letter, making telephone calls to you, and inviting you to attend a meeting in the Academy depending on the circumstances. The Academy will work with parents/carers to discuss ways that we can offer support in finding a way to improve the situation.

## **9. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years by Lesley Wood (Deputy Head of School / senior attendance champion). At every review, the policy will be approved by the trust.

## **10. Links with other policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy (Promoting Positive Behaviour)

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Student 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	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination



<b>X</b>	Not required to be in school	Student of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Student is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Student is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national, or international emergency
<b>Y3</b>	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> </ul>

		<ul style="list-style-type: none"> <li>Remanded to youth detention, awaiting trial or sentencing, or</li> <li>Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective student not on admission register	Student has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays