

Medina Primary School



ATTENDANCE POLICY

Reviewed by	Governing Body	Authorised by	A McGarvey (Headteacher)
Last Review	September 2025	Date	September 2026
Next Review	September 2026	Review Cycle	Annually

Signed by
A McGarvey

School Contact details

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Introduction

Our aim is to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available to them. Regular, punctual attendance is valued and positively encouraged for all our pupils.

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:

- To set clear expectations and aspirations that all our pupils have a high standard of school attendance and punctuality
- To improve children's attainment through good attendance
- Acting early to address patterns of absence
- To make attendance a whole school approach for everyone in our school community
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with all our parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- Provide a welcoming, stimulating and safe learning environment
- Listen to parents and pupils to understand barriers to attendance
- High expectations of our pupils and all staff
- Encourage, reward and celebrate achievements where attendance is improved or improving.

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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

Expected Levels of Attendance

Regular attendance at school ensures that children get the best possible start in life. Good attendance supports learning, the development of social skills and friendships, as well as building good habits that are essential for adult life.

School can facilitate positive peer relationships, which contribute to better mental health and wellbeing, prepare young people for successful transition to adulthood, and support their longer term economic and social participation in society.

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

Attendance Partnership Expectations

We expect the following from all our pupils:

- To attend school regularly
- To arrive on time and appropriately prepared for the day, having eaten breakfast
- To talk to a member of staff about any problem or reason that maybe preventing them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend. On the first day their child is unable to attend
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast
- To talk to a member of school staff about any problem or reason that maybe preventing them from attending school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance
- Follow up support if needed.

Roles and Responsibilities for School Staff

Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

If you have a concern about your child's attendance in the first instance, please email
admin@medina.portsmouth.sch.uk

Role	Responsibilities
Schools Governors	• 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 • 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 • Holding the headteacher to account for the implementation of this policy
Head Teacher	• 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 • Issuing fixed-penalty notices, where necessary, and authorising Business Manager to be able to do so • 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, and authorising Business Manager to be able to do so, 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
Class Teachers	Class teachers (including supply or cover supervision) are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office.
School Office	- Monitoring and analysing attendance data - Benchmarking attendance data to identify areas of focus for improvement - Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher - Working with PCC School Attendance Team to tackle persistent absence - 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 - Take calls from parents/carers about absence on a day-to-day basis and record it on the school system - Calling on the first day of missed school, if not contacted by parents / carers - Monitoring and reporting on late attendance

Procedures

Our school procedures follow the expectations set out by the Department for Education in the guidance [Working Together to improve school attendance \(February 2024\)](#).

Our procedures are based around the principles of:

- Preventing irregular attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve for our pupils
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs
- Formal statutory interventions where support has not been effective or engaged with.

Where attendance has deteriorated rapidly, there are concerning patterns of absence, unauthorised absences, or parents have not responded to concerns raised, a referral may be made straight to the LA. Portsmouth City Council's attendance process for addressing attendance concerns and where appropriate formal proceedings will be taken including the use of penalty notices amongst other interventions.

What does your child's attendance mean at Medina Primary School?

Category	Impact on your child's progress at school...		School/Local Authority Actions
100% OUTSTANDING	- No lessons missed! - No time off for appointments or illness	Best chance of success – every opportunity available to make progress	
96% - 98% GOOD	<i>Very few</i> lessons missed 6 sessions absence in a year	Very good chance of meeting at least expected grades	
95% REQUIRES IMPROVEMENT	20 sessions (two weeks) 50 hours of lessons missed	Less chance of success: 50 hours of teaching to catch up on....	- Medical evidence required for absences - School Fixed Penalty Notice warning letter for irregular attendance - Close monitoring of attendance on a weekly basis - Referral to School Nurse
90% SERIOUS CONCERN *PERSISTENT ABSENTEE STATUS	40 sessions (four weeks) absence in a year 100 hours of lessons missed	Less than 50% chance of achieving expected grades	- School reports pupil as a Persistent Absentee to Governors, Local Authority (LA) - Medical evidence required for absences - LA Fixed Penalty Notice Warning letter requested - Referral to Early Help agencies as appropriate - Home visits from LA School Attendance Team as appropriate
Below 85% UNACCEPTABLE *PERSISTENT ABSENTEE STATUS	60 sessions (six weeks) absence in a year 150 hours of lessons missed	Less than 30% chance of achieving expected grades	- Direct action from LA – School Attendance Team and specialist support - Fixed Penalty issued - Risk of prosecution by LA - Regular formal meetings in school to review attendance plan - Possible neglect/safeguarding concern raised with Social Care

Weekly attendance cup for the class with the highest attendance percentage.

Half termly non-uniform day for the class with the highest attendance percentage.

Please note that pupils with diagnosed medical conditions, or serious injuries, may have Individual Health Care Plans agreed with parents, the school and professionals and therefore are not necessarily subject to the procedures outlined above.

Evidence of all medical appointments must be provided to the school office.

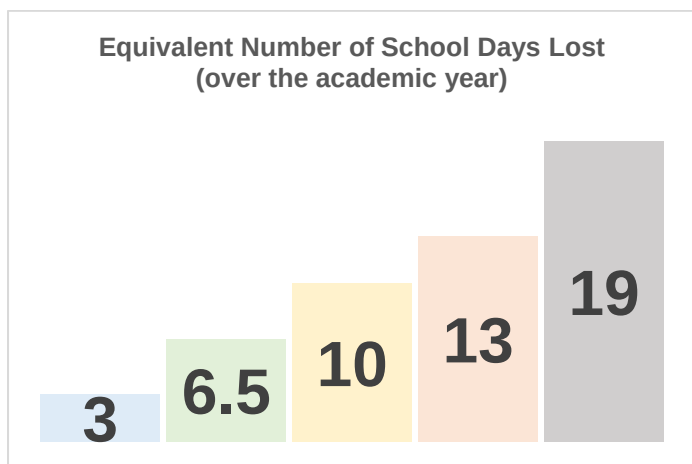
Promoting Attendance and Preventing Absence

The importance of daily attendance is promoted at Medina Primary through regular communication with pupils, parents and staff. School attendance is shared with pupils and staff in Celebration Assembly every week by a member of the Senior Leadership Team. Information about attendance is shared with parents via Arbor App in the School Newsletter, at parent meetings and through school reports.

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



To access the most from the school day we ask parents to ensure that their children are in school from 8:45am. The school gate closes at 8:55am. Children arriving after 8:55am will be late for school and have to report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

The attendance registers are monitored daily to identify pupils who are arriving late.

Regular late arrival for school is not acceptable and will be challenged and may be referred to the Local Authority for consideration of legal action.

Absence

At 9:00am school registers are checked for any absences where there has been no contact by parents and reasons given.

School staff will contact parents via message, telephone and, if appropriate, home visit.

If staff are concerned about a child's absence or there is no response to the phone call or text messages, they will follow the escalation process as detailed in Appendix 1. This may include telephone calls to parents, other emergency contacts, home visits, referrals to the LA School Attendance Team, MASH and to the police for a visit to see the child.

Where school staff have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Unplanned absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am] or as soon as practically possible, by calling the school office.

We will mark absence due to illness as authorised, unless the school has a genuine concern about the authenticity of the illness, or unless medical evidence is requested and not provided.

Where the absence is longer than 5 days, there are doubts about the authenticity of the illness, or attendance has fallen below 95% the school may 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.

Planned absence

Attending a medical or dental appointment will be recorded as authorised as long as evidence of the appointment is provided – which must include the pupil's name.

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/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence by completing a Leave of Absence Form (LOAF) – available from school office.

If a child is absent from school parents should contact the school on the first day of absence to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence period.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, earaches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school, they should follow the school's absence process.

If you are unsure whether to keep your child away from school please call the school office – 023 92375475.

Medina Primary School believes it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services to provide appropriate support to pupils, particularly for long term illness.

[Letter to school leaders on mild illness and school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/letter-to-school-leaders-on-mild-illness-and-school-attendance)

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In most cases, appointments can be made outside of the school day/during the school holidays.

Where appointments must be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment. Parents are required to provide a copy of an appointment letter or card prior to the day of the appointment.

Other Reasons for Absences

Other reasons for absence must be requested by completing a Leave of Absence Form (LOAF) – available from the school office. The school will follow DFE guidance regarding all absences.

Religious Observance

Medina Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent by completing a Leave of Absence Form (LOAF). Religious bodies may be contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding any proposed return dates by completing a Leave of Absence Form (LOAF).

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to place and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Leave of Absence

Parents must complete a Leave of Absence Form (LOAF) if they are considering taking their child out of school for a period of leave.

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](#).

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

As a leave of absence will only be granted in exceptional circumstances, the school does NOT grant a leave of absence for the purposes of a family holiday.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via the main school office. The headteacher may require evidence to support any request for leave of absence.

Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.

Any formal action required will be taken by Portsmouth City Council's School Attendance Team.

Sanctions

The headteacher (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.

The school, local authority or 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.

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

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

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

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

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, we will employ positive strategies to minimise such effects. In order to do this effectively we will work in a supportive way with our parents and pupils.

Key Principles

- We will always keep in touch with a student/and his/her family during a long absence.
- We will always make sure they are welcomed back.

The Head Teacher and appropriate staff will consider a phased return where appropriate. This needs to be considered in line with the Portsmouth City Council's process and procedure, which includes seeking expert advice from relevant professionals and co-ordinating a multi-agency meeting. Consideration will be given to any special needs the pupil may have and appropriate support identified. Consideration will be given to a package of support which may include providing a mentor (staff member/student).

Class Teachers will ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. Our staff will follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register. At Medina Primary School we will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority CME officer, before deleting the pupil's name from the register.

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at our School. Attendance to approved alternative providers is monitored. When Pupils are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence.

For children who are Educated Off site but not dual registered their attendance will be recorded in our school register with the appropriate code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with the school.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Every half day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the head teacher has either approved in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher.

Use of Attendance Data

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.

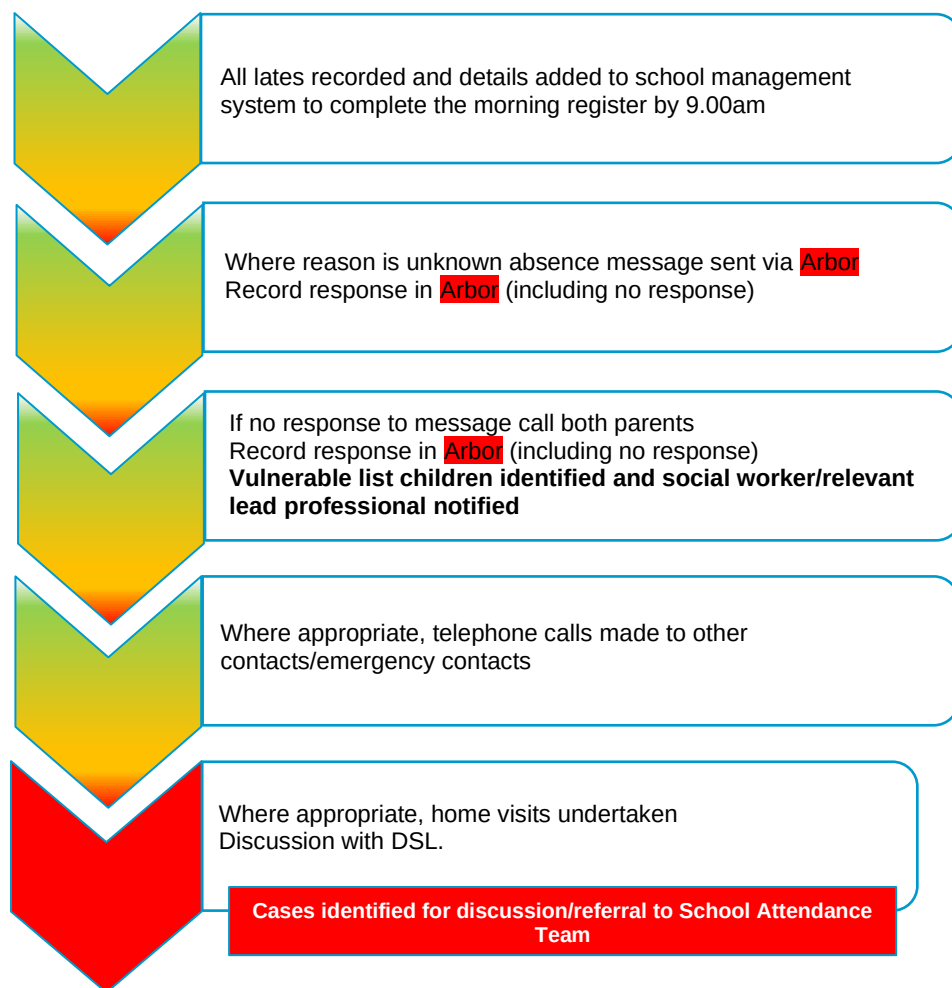
We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Where there is cause for concern, this information is shared with Portsmouth City Council's School Attendance Team during regular attendance meetings held at school. Portsmouth City Council may then follow up attendance concerns with parents and carers on school's behalf.

We will also share attendance information with the Local Authority Attendance Support Team at least termly in line with [Working together to improve attendance \(2024\)](#)

Appendix 1

Medina Primary School Absence Procedures



Appendix 2

Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING
I	Present (AM)	Present
\	Present (PM)	Present
B	Attending any other approved educational activity	A pupil can only be recorded as attending a place for an approved educational activity if the activity is of an educational nature - the school has approved the pupil's attendance at the place for the activity - the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved
C	Leave of absence for exceptional circumstance	All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)): - Where the local authority has granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963 - Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State - Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
D	Dual registered at another school	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave 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
E	Suspended or permanently excluded and no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday
I	Illness (NOT medical or dental etc appointments)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	This interview must take place during the session for which it is recorded.
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site)
L	Late (before registers closed)	The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival
M	Leave of absence for the purpose of attending a medical or dental appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment

N	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised
P	Participating in a sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so
R	Religious observance	As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance
S	Leave of absence for the purpose of studying for a public examination	Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with
T	Parent travelling for occupational purposes	The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.
V	Educational visit or trip	The pupil is on an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded
X	Non-compulsory school age pupil not required to attend school	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (eg due to adverse weather), the attendance register is not taken as usual because there is no school session. Every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention • remanded to youth detention, awaiting trial or sentencing • detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland) • prohibited by any legislation relating to the incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school

Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens
#	Planned whole school closure	Whole school closures that are known and planned in advance such as: • days between terms • half terms • occasional days (for example, bank holidays) • weekends (where it is required by the management information system) • up to 5 non-educational days • use of the whole school as a polling station