



# PUPIL ATTENDANCE POLICY

Associated Policies:	
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Date Approved:	25 <sup>th</sup> March 2021
Approved by:	Board of Trustees / Chief Executive Officer
Date issued:	15 <sup>th</sup> July 2021
Date of Review:	25 <sup>th</sup> March 2024
Website Inclusion	N
Version:	V1.0 23

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## POLICY REVIEW ARRANGEMENTS

This policy will be reviewed and updated as necessary if/when any changes are made to legislation that affect our Trust’s practice. Otherwise, or from then on, this policy will be reviewed every 3 years and shared with the full Trust board.

## 1. INTRODUCTION

All Northampton Primary Academy Trust schools aim to encourage and assist pupils to achieve the highest possible levels of attendance and punctuality. All NPAT Board of Trustees, Trust staff and members of the Local Governing Body (LGB) view regular school attendance as essential for all pupils if they are to maximise opportunities for each child to realise their true potential. We all aim to work in partnership with parents to ensure the highest possible levels of attendance.

Across the Trust, NPAT schools aim to achieve excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them.

We aim to emphasise the importance of, and secure, maximum attendance at school to enable pupils to take full advantage of their educational opportunities by:

- making explicit to all relevant parties the Trust’s expectations for attendance levels
- promoting a consistent approach across the Trust to all matters relating to attendance
- clarifying the roles and responsibilities of all parties with respect to attendance
- communicating to all relevant parties (staff, parents, pupils) the

legal position with respect to attendance and the categories of absence which are authorised

- stressing the need for home and school to work in close partnership to achieve high attendance

Regular attendance at school is vital. Without it, the learning process becomes fragmented and unsatisfactory; absence results in missed learning. It is a legal requirement that pupils of compulsory school age receive full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school. Irregular attendance results in pupils not fulfilling their true potential, being placed at risk and being drawn into patterns of anti-social or criminal behaviour. Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our pupils.

## 2. STATUTORY FRAMEWORK

Under Section 444 of the 1996 Education Act a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence.

Absence from school will be authorised only at the discretion of the Headteacher based on their assessment of the situation and if it is for the following reasons:

- Genuine illness
- Unavoidable medical/dental appointments
- Days of religious observance (ceremony only, not extended leave). This is intended for one off situations rather than regular or recurring events.
- Exceptional family circumstances, such as bereavement, and for the funeral service (not extended leave)
- Holidays granted under exceptional circumstances and agreed by the Headteacher
- Time allocated visits to seriously ill relatives which cannot be scheduled outside of school time
- One day allocation to children of service personnel returning from long operational tours
- 'Reasonable' time to recover from family trauma or crisis

Schools should make reasonable adjustments for students with special educational needs or disabilities.

### 3. WORKING TOGETHER – HOME SCHOOL PARTNERSHIP

Improving attendance across the Trust is the responsibility of everyone in each school community. Pupils, parents, governors and all staff.

*What we ask of pupils* – all pupils are expected to attend school regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their class teacher, and if the need should arise, from the school pastoral team. At the end of each Autumn, Spring and Summer Term, pupils whose attendance is 100% or improved will be rewarded.

*What we ask of parents/carers* – Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and ready to learn. Good sleep patterns, healthy eating and exercise all support good attendance and learning.

If a child is prevented for any reason from attending, parents are requested to notify the school on the first day of absence. If this does not happen, the school office will contact parents. Therefore it is important that all personal details must be updated by parents. A pupil's absence from school will be considered unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents should avoid, if at all possible, making medical / dental appointments for their child during school hours. Holidays should not be taken in term time only and requests for term time holidays will not be authorised.

*In return the school will* – encourage good attendance and punctuality. The school will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Attendance is the responsibility of all staff.

Schools will take a pupil's previous record of attendance into account when making decisions.

### 4. REGISTRATION PROCEDURES

It is a legal requirement that registers are taken at the beginning of a school session, morning and afternoon. It is also very important in the case of a fire or the evacuation of the school that there is an accurate record of which pupils are in the building. Registers are taken promptly by the class teacher twice a day, at the start of each session.

## 5. LATENESS PROCEDURES

If a child misses the register, lateness should be recorded at the school office as soon as the child arrives. Registers will close 30 minutes after the start of the session (in most schools this is at 9.30am for the morning session) Children arriving within those 30 minutes will be marked 'late before the register closes' and will officially be recorded as late for the session. Children arriving after the register has closed have to be marked as 'late after the register has closed' and will be officially marked as an unauthorised absence for that session, unless a valid reason is received (in which case it would be authorised). If a child has a pattern of recorded late marks in any half term a letter will be sent home to parents.

Absence monitoring may also identify trends and patterns of lateness which may cause concern (eg: pattern of lateness on Mondays). Where this is identified the school will contact the parents to discuss the situation.

## 6. FIRST DAY RESPONSE PROCEDURE

The school will make every effort to contact parents/carers who do not call the school to check the child's welfare and clarify the reasons for absence. Schools should take reasonable steps to check the accuracy of the register before contacting parents. Discretion should be used to ensure that vulnerable children or those with low attendance are prioritised when making contact. Where appropriate, home visits may take place and other agencies may be informed in order to safeguard the child.

## 7. NOTIFYING ABSENCE

**Parents are expected to inform the school on the first day of absence by 9.00 am when registers are completed.**

A telephone call will need to be made for every consecutive day of absence until a reason has been ascertained that can define the length of absence. A telephone message, email or a verbal message from an adult who has responsibility for the pupil is sufficient. In cases of written or verbal information the reason should be recorded. If no reason is given for an absence, a Reason for Unexplained Absence letter may be sent asking for an explanation for the absence.

## 8. UNAUTHORISED ABSENCE

Any absence that is not seen to be reasonable by the school will be deemed 'unauthorised' and recorded as such. This will apply to all absence without an acceptable reason.

## 9. EARLY DEPARTURES

Children who leave early – partway through the school day – must be 'signed out' at the school office.

## 10. RELIGIOUS OBSERVANCE

Absence will be authorised when it is due to religious observance for up to one day per religious event. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance. 'R' code will be used.

## 11. GYPSY, ROMA AND TRAVELLER ABSENCE

Children who are absent from school whilst travelling will be encouraged and supported to register in another school during their time away in order to ensure continuity of education. Ideally the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school.

Absence will be authorised when it is due to traveller cultural observance (as opposed to travelling) for up to one day per event.

Children from the traveller community whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

## 12. SCHOOL CLOSURE

In the event of an emergency school closure such as strike days, bad weather and other unforeseen events children will be marked with the 'enforced school closure' code so that this does not affect their personal attendance.

## 13. HOLIDAYS DURING TERM TIME

Statutory guidance released by the DfE in August 2013 states that 'Headteachers should not grant leave of absence unless in exceptional circumstances'. Term times

are for education. This is the priority. Children and families have 175 days off school to spend together, including weekends and school holidays. Headteachers will rightly prioritise attendance.

The decision to authorise for absence for exceptional circumstance is at the Headteacher's discretion, following consultation with the NPAT Chief Executive Officer. The following reasons constitute exceptional circumstances in NPAT schools:

- up to 5 days funded by charitable organisations previously agreed or requested by the school.
- armed forces workers who are unable to gain leave during school holiday times. Written evidence must be presented.
- extended leave for cultural reasons where a family lives abroad (up to 10 days maximum).

Exceptional Holiday requests will not be considered for children whose attendance is below the historic National Average of 96% for primary pupils or for pupils who are in Year 6 until after their SATs have been completed in May.

Parents who take unauthorised holiday absence will be sent a holiday warning letter outlining the implications for the future.

Procedure for requesting holidays for exceptional circumstances:

- The Parents/Carers write a letter to the Headteacher and submit it at least two weeks prior to the holiday date. Parents/Carers should also make an appointment with the Headteacher or nominated Deputy, at this time, to discuss their reasons for considering a holiday during term time.
- The Headteacher will request 12 month attendance figures for the pupil(s) involved.
- Having met with the Parent/Carers, the Headteacher or nominated Deputy will make a decision based on the above criteria and inform Parents/Carers, within two working days of the meeting, in writing with details outlining the reason for the decision.

## 14. MISSING FROM EDUCATION

If a child is absent from school for 10 consecutive days without any contact being made between home and school, the child will be reported as 'Missing from Education' and we will make an immediate referral to the Education Entitlement Service (EES). During the 10 days of absence, the school will make every attempt to

contact the parents through all contact details which the school has on record and will ensure that a home visit has been made. After 20 school days the school will request that EES remove the child from the school role.

In order to prevent children becoming 'missing from education' parents are requested to inform the school directly of their proposed move and complete a mid-year transfer form for signature by the Headteacher.

## 15. REWARD SYSTEMS

All Northampton Primary Academy Trust schools offer an environment in which pupils feel valued and welcomed. Each school's ethos will aim to demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.

Good attendance will be rewarded in each school on a regular basis.

## 16. ABSENCE MONITORING AND EVALUATION

Attendance data will be monitored and analysed regularly in order to identify patterns, set targets, correlate attendance with achievements and support and inform policy / practise. A below 96% attendance sheet will be analysed regularly to identify patterns of concern. Where attendance is causing concern, the following procedures will be followed from mid-October onwards:

- Attendance falls below 96% - Initial Concern letter will be sent. (Appendix 1)
- Attendance continues to cause concern or deteriorates over 10 day period - Letter A will be sent with an offer of a Parenting Contract (Appendices 2A and 5)
- Attendance continues to cause concern or deteriorates over a 4 week (20 school day) period - Letter B will be sent with an offer of a Parenting Contract and referral made to Jogo Behaviour Support (Appendices 2B and 5)
- Where consultation with Jogo Behaviour Support has not improved the attendance, a referral will be made to EES for consideration for a Fixed Penalty Notice and/or prosecution

Absence monitoring may also identify trends and patterns of absence which may cause concern (e.g. pattern of Friday absences). Where this is identified the school will contact parents.



Attendance figures for the previous year are published in the school's prospectus. Parents will be given a report of their child's attendance for the school year with their child's report.

## 17. PARENTING CONTRACT

A Parenting Contract is a formal written signed agreement between parents and a school within Northampton Primary Academy Trust and should contain:

- A statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract; and
- A statement by the school agreeing to provide support to the parents for the purpose of complying with the contract.

Parenting Contracts can be used in cases of irregular attendance at school.

Parenting Contracts are voluntary but any non-compliance will be recorded by the school as it may be used as evidence in court.

## 18. PERSISTENCE ABSENCE

Since September 2015, the Persistent Absence (PA) criteria changed from 15% to 10%. This means that any pupil who falls below 90% attendance will become a persistent absence pupil and therefore reported through every schools termly census.

Where there is an ongoing concern regarding a child's absence and the school have been unable to secure improvements in attendance, a referral will be made to the EES. Referrals to EES may lead to the issue of a Fixed Penalty Notice or even prosecution.

Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Parents must pay penalty notice fees of £60 within 21 days or £120 within 28 days per child per parent. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

## 19. EXAMPLE LETTERS – APPENDIX 1-4

- All letters should be pasted onto school letter headed paper and edited accordingly.
- Letters should be sent by email and/or post.
- A copy of all letters should be kept on the pupil's file.
- Letters sent by email should be sent as a PDF attachment with a request for a read receipt.
- Consideration should be given to letters being sent by post being tracked.

## 20. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

## 21. ROLES AND RESPONSIBILITIES

The Local Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The NPAT Board of Trustees monitor attendance across the Trust on a termly basis for each individual school and the Trust as a whole.

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the LGB and Chief Executive Officer.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

## Appendix 1 Initial concern letter

[Name of Parent/Carer]

[Address]

[Postcode]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

I am writing to make you aware that since the start of term your child's attendance has fallen well below the 96% attendance target that all schools work to. It is your parental and legal responsibility to ensure that [Pupil(s) name] is in school.

[Pupil(s) first name] attendance is currently below this target at [Pupil(s) attendance] and I am writing to make you aware of this, and to ask for your support in raising this level back to the 96% that the school is expected to achieve.

We are aware that [Pupil(s) name] has missed school due to illness but it is important that they attend school every day to avoid further impact on their attendance. Please be advised that any future absences may be unauthorised unless supported by medical evidence e.g. appointment card.

I will monitor [Pupil(s) name] attendance and for the next ten days and expect to see a significant improvement. If the situation does not improve, you will be offered a parenting contract.

Please note that this letter is for your information only, so that you know that your child's attendance is being monitored. You do not need to respond to the school at this stage but if you would like to discuss this with myself or our Family Support Worker further, please feel free to contact the office to make an appointment. I thank you for your support in this matter.

Yours sincerely,

Name

Headteacher

Copy to: Pupil file

## Appendix 2 **Letter A: Offer of parenting contract due to continuing concern and/or 10 days education being missed.**

[Name of Parent/Carer]  
 [Address]  
 [Postcode]  
 [Date]

Dear [Name of Parent/Carer]

### **Regarding the attendance of [Pupil(s) name]**

I am writing to you with concerns about [Pupil(s) name] attendance at school. Since the beginning of the academic year, [Pupil(s) name] attendance has fallen to [add percentage]% and this is significantly below the government recommendation of 96%.

[Pupil(s) name] has missed [Number of days] school days due to illness and for unauthorised absences but every effort must now be made to ensure [Pupil(s) name] is in school to prevent further intervention from the Education Entitlement Service.

I will continue to monitor his attendance for the next four school weeks and hope to see a significant improvement. May I also ask you to provide proof of doctor's appointments so that we can authorise any absences due to medical reasons, as without proof we are unable to authorise his absences.

Under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Legal action against you may result in either:

- A Penalty Notice with a potential fine of up to £120 fine per child.
- Prosecution under Section 444 (1) of the Education Act 1996 where, if convicted, you may be fined up to £1,000.
- Prosecution under Section 444 (1A) of the Education Act 1996 where, if convicted, you may be fined up to £2,500 and/or imprisonment.

I will now be setting in place a parenting contract and invite you to a meeting to discuss this. Please contact the school to arrange an appointment.

Should [Pupil(s) name] attendance not significantly improve during this time then I will need to request the involvement of the Attendance Welfare Advisor.

Yours sincerely,

Name

**Headteacher**

Copy to: Pupil file

## **Appendix 2 Letter B: Offer of parenting contract and notice of referral to JOGO Behaviour Support due to continuing concern and/or 20 days education being missed**

[Name of Parent/Carer]  
[Address]  
[Postcode]

[Date]

Dear [Name of Parent/Carer]

### **Regarding the attendance of [Pupil(s) name]**

I am writing to you with my continuing concerns about [Pupil(s) name] attendance at school. Since the beginning of the academic year, [Pupil(s) name] attendance has fallen to [add percentage] % and this is significantly below the government recommendation of 96%.

[Pupil(s) name] has missed [Number of days] school days due to illness and for unauthorised absences but every effort must now be made to ensure [Pupil(s) name] is in school to prevent further intervention from the Education Entitlement Service (EES). May I also ask you to provide proof of doctor's appointments so that we can authorise any absences due to medical reasons, as without proof we are unable to authorise his absences.

I must remind you that under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Legal action against you may result in either:

- A Penalty Notice with a potential fine of up to £120 fine per child.
- Prosecution under Section 444 (1) of the Education Act 1996 where, if convicted, you may be fined up to £1,000.
- Prosecution under Section 444 (1A) of the Education Act 1996 where, if convicted, you may be fined up to £2,500 and/or imprisonment.

I have been monitoring [insert name]'s attendance closely over the last four school weeks and as I have seen no improvement, I will now be setting in place a parenting contract and invite you to a meeting to discuss this. Please contact the school to arrange an appointment. [Remove this section if offer of parenting contract was accepted from previous letter].

As per the school's Pupil Attendance Policy I am hereby notifying you that I have made a referral to Jogo Behaviour Support for consultation on this matter. Should

[Pupil(s) name] attendance not significantly improve during this time then a referral will be made to EES for consideration for a Fixed Penalty Notice and/or prosecution.

Yours sincerely,

Name

**Headteacher**

Copy to: Pupil file

### Appendix 3 Chaser letter

[Name of Parent/Carer]

[Address]

[Postcode]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

Despite two requests for you to come into school to discuss [Pupil(s) name] attendance I note that you have not done so. Please contact the school as soon as possible to make an appointment that is convenient to you to come into school to discuss how we can work together to improve her attendance.

[Pupil(s) name] attendance now stands at [Pupil(s) attendance]% and as a result over the next four weeks, not including the half term, [Pupil(s) name] must achieve 96% attendance. In the meantime I have instructed [Name of person instructed] to complete paperwork in order to refer your case to court. I therefore urge you to contact the school as soon as possible.

As [Pupil(s) name] parents it is your legal responsibility to ensure that your child is in school.

Yours sincerely,

**Headteacher**

Copy to: Pupil file



## Appendix 4 **Unexplained absence chase up letter**

[Name of Parent/Carer]

[Address]

[Postcode]

[Date]

Dear [Name of Parent/Carer]

Regarding the attendance of [Pupil(s) name]

We have noticed from our records that [Pupil(s) name] was absent from school on the date/s shown below and as yet we have not received an explanation:

[List date(s) of absence]

It is very important to ensure the school is informed of the reasons for any absences. This may allow us to authorise them and will help ensure we do not need to involve external agencies unnecessarily.

Please complete the slip below and return to the school within 3 days. If we do not receive a satisfactory explanation for this absence within one weeks of this letter, the absence will be marked as unauthorised.

Yours sincerely

**Headteacher**

Copy to: Pupil file

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Unexplained Absence Reply Slip

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date(s) of Absence:

\_\_\_\_\_

Reason for Absence:

\_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Print Name: \_\_\_\_\_

## Appendix 5 Attendance contract

Name of Pupil			Class		
Parent's names					
Attendance this academic year			Attendance in the last four weeks		
Time of letter					
<b>AREAS OF CONCERN</b>					
Please tick as appropriate	YES	NO	Please tick as appropriate	YES	NO
Alleged bullying			Peer/staff relationships		
Medical			Academic		
Home issues			Behaviour/Attitude		
Transport			Community/others		
Other agency involvement			Please detail		
<b>DETAIL OF AREAS OF CONCERN &amp; ANY RELEVANT INFORMATION</b>					
EHA offered ? (If so, give details)					

AGREED ACTIONS			
<b>Attendance Target start date:</b>		<b>Minimum of 90% over two weeks</b>	
<ul style="list-style-type: none"> <li>• Medical evidence to authorise absences ( appointment cards / hospital letters etc)</li> <li>• ....</li> <li>• ....</li> <li>• ...</li> </ul>			
<b>Review Date</b>		<b>School</b>	
<b>Parent's signature</b>		<b>Other agency</b>	
<b>Staff signature</b>		<b>Date</b>	
<b>Headteacher signature</b>			

## Appendix 6 Attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day