

# Hartford Infant and Preschool & Hartford Junior School



## Attendance & Punctuality Policy February 2022

Lead person: Mrs Rae Lee  
Adopted by Governors: Spring 2021  
Date of revision: Annually Spring 2024

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- promoting good attendance and reducing absence, including persistent absence;
- ensuring every pupil has access to full-time education to which they are entitled;
- acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

At Hartford Infant and Preschool and Hartford Junior School we believe that children should attend school every day of the academic year. We do all that we can to encourage children to have good attendance. We believe that the most important factor in promoting good attendance is a positive ethos and culture that promotes a love of learning. To achieve this aim, we work hard to make our school a happy and rewarding environment for all where we 'bring out the best' in everyone. We also ensure that children who are unable to attend school, due to ill-health, are supported as appropriate.

Please see our **Supporting Children with Medical Conditions Policy**, **Children with Health Needs That Cannot Attend School Policy** and our **Remote Learning Policy**.

## 2. 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

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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 7 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

## **Infant School**

Pupils must arrive in school by **8.45am** on each school day.

The register for the first session will be taken at **8.50am** and will be kept open until **8.55am**. The register for the second session will be taken at **1.10pm**.

## **Junior School**

Pupils must arrive in school by **8.40am** on each school day.:

The register for the first session will be taken at **8.50am** and will be kept open until **8.55am**. The register for the second session will be taken at **1.30pm**.

### **3.2 Arrival and Registration**

The school doors open.

Children independently enter through the designated brown doors into the school.

All KS1 and Lower Key Stage 2 children [Year 3 and Year 4] are collected by the class teacher on the playground and proceed quickly into their cloakrooms and then their classrooms.

Reception children sit on the leaf rug for routine and registration before engaging in 'Mini Me' time.

KS1 children will engage in 'Ready to Learn' time which is an important transitional time for children to adjust to school, the class teacher will take the register before the children start their Routine activity on the carpet.

Year 3 children engage with 'Ready to Learn' activities for part of the Autumn Term to support transition.

All other year groups are expected to start engage with teacher led activities [e.g. quiet reading, editing with purple polishing pen]

We have an 'open-door policy', so parents can come in and speak to the staff with pertinent messages or alternatively email the school offices where messages will be shared with teachers.

Attendance registers are taken by the class teacher during 'Routine' and 'Ready to Learn' time. Morning registration finishes 5 minutes after the start of the session.

If a child arrives during registration he/she will be marked as late (L).

Therefore after 9.20am this becomes an unauthorised absence (U) for that session and cannot be changed.

Parents are required to provide a satisfactory explanation as to why their child is late before an attendance code may be changed. It is important to understand that not all explanations given by parents/ carers are deemed as an authorised absence and care should be taken with any reason given. Explanations from children are not acceptable.

### **3.3 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am/8.40am or as soon as practically possible (see also section 6).

Parents should call the school office on 01480 398046 (Infant School) 01480 454695 (Junior School) and can leave a message on 'option 1' or select option 2 to speak to a member of staff or email [office@hartfordinfantschool.org](mailto:office@hartfordinfantschool.org) or [office@hartfordjuniorschool.org](mailto:office@hartfordjuniorschool.org)

When a child is absent, the class teacher will record the absence on the register. The school office may contact the parent on the first day of absence, if no reason for absence has been received. If there is any doubt about the whereabouts of a child, the class teacher will inform the school office. The school will then contact the parent immediately to check on the safety of the child.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide 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.

### **3.4 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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.

Parents can notify the school in advance of a medical or dental appointment via the school office on 01480 398046 and can leave a message on 'option 1' or select option 2 to speak to a member of staff or email [office@hartfordinfantschool.org](mailto:office@hartfordinfantschool.org)

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.5 Lateness and punctuality**

A pupil who arrives late but *before* the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

It is important that children attend school on time each day; this is the parent/carer's responsibility. It is very disruptive for a class and the teacher, when a child is late after a lesson has started and it is equally distressing for a child to enter a lesson late. Our Finger Gym and Ready to Learn times are an important learning and social time for all children in the Infant School. In Pupil Voice activities the children talk favorably about these sessions. Opening our Junior School doors earlier and having a 'soft approach' for the first ten minutes of the school day allows our children to transition positively into class.

Any child arriving after 8.45am must be signed in by a parent at the school office via the Smart App. School cannot accept a reason for lateness from a child. If no satisfactory explanation is received from a parent, by the end of one week, the absence will remain as an unauthorised absence.

### **3.6 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The national expectation for attendance is 96% or more. All attendance and absence is monitored closely by the school; figures for whole school attendance are published by Ofsted and the DfE. Records of your child's attendance are kept year on year for comparison.

Should your child's attendance fall below 90% in a six-week period then this is classed as persistent absence. All absence is followed up by the school initially.

Sometimes, absence may involve the support and intervention of the Cam Academy Trust Education Welfare Officer [EWO]. We use the Cambridgeshire 'three letter' system to alert parents to the fact that there may be a problem with attendance. If a pattern of absence or regular absences emerge, during monitoring, you will receive the first letter from the Headteacher when attendance falls below 96%, a second letter if attendance does not improve and falls to 94% and then a third letter if there is no improvement and attendance drops to 90% or below, outlining the concerns. [see Appendix 1-6 for correspondence letter applicable to attendance and lateness]

### **3.7 Second Letter**

You will be invited into school to discuss your child's file with the EWO and Attendance Officer/Family Worker and to agree targets. A record of this meeting will be kept on your child's file.

### **3.7 Third Letter**

Should there be no improvement in attendance the Headteacher will become involved and this may incur a fixed penalty; and eventually the attendance issue could be taken to court for resolution with the possibility of a custodial sentence.

### **3.8 Reporting to parents**

Attendance will be discussed each term either at parent consultations in the autumn and spring terms and will be reported in the annual report.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. [Please see Appendix 5 Letter for Leave of Absence and Appendix 6 Letter for Unauthorised Leave of Absence]

Valid reasons for **authorised absence** include:

- illness and medical/dental appointments – as explained in sections 3.2 and 3.3;
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Traveller pupils 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 pupil is attending educational provision.

#### **4.1 Long Term Absence**

Occasionally, a child is absent from school due to illness or a medical reason, sometimes this might be long and protracted. In this instance the school will work with the family and outside support services to provide the best possible solution, which may include arrangements for tutoring out of school. Please see above in section 1.

#### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may consider:

- a number of unauthorised absences occurring within a rolling academic year;
- one-off instances of irregular attendance, such as holidays taken in term time without permission;
- where an excluded pupil is found in a public place during school hours without a justifiable reason;
- if the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

### **5. Strategies for promoting attendance**

At Hartford Infant and Preschool and Hartford Junior School, we believe that it is the parent's responsibility to ensure their child has good punctuality and attendance, so we do not reward individual children. We recognise that at the start of a child's education they are often susceptible to different illnesses and may have time off throughout the year. Instead, we celebrate the highest percentages of attendance per class in a weekly assembly and reiterate the messages of good attendance to the audience which includes the children and parents.

### **6. Attendance monitoring**

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.3). We expect that they will contact us each day the child is absent from school.

If after contacting parents a pupil's absence continue to rise, we will consider involving the Cam Academy Trust EWO. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

We use the data to track the attendance of individual pupils, or particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. The attendance data supports our assessment of the children.

## **7. Roles and responsibilities**

### **7.1 The governing board**

The Governing body is responsible for:

- promoting the importance of school attendance across the school's policies and ethos;
- making sure school leaders fulfil expectations and statutory duties;
- regularly reviewing and challenging attendance data;
- monitoring attendance figures for the whole school;
- making sure staff receive adequate training on attendance;
- holding the headteacher to account for the implementation of this policy.

### **7.2 The headteacher**

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 governors;
- supporting other staff in monitoring the attendance of individual pupils and issuing fixed-penalty notices, where necessary;
- monitoring the impact of any implemented attendance strategies.

### **7.3 The Attendance Officer**

The School Attendance Officer is responsible for:

- working alongside the headteacher to monitor and analyse 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 education welfare officers to tackle persistent absence;
- advising the headteacher when to issue fixed-penalty notices.

### **7.4 The Family Support Worker**

The Family Support Worker is responsible for:

- building strong relationships with families to ensure pupils have the support in place to attend school;
- actively work with families and pupils to remove barriers that negatively impact pupil attendance and punctuality.

### **7.5 Office Staff**

The Office Staff are responsible for:

- taking calls from parents about absence and record it on the school system;
- reporting concerns about attendance to the headteacher;
- working with the Trust Education Welfare Officer in discussing attendance and clarifying pupils who are persistent absentees;
- arranging calls and meetings with parents for the Headteacher to discuss attendance issues;

### **7.6 Class teachers**

Class teachers are responsible for:

- recording attendance daily, using the correct codes, and submitting this information to the school office.

### **7.7 Parents/carers**

Parents/carers are expected to:

- make sure their child attends every day on time
- call the school to report their child's absence before 9.00am 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

### **7.8 Pupils**

Pupils are expected:

- to attend school every day and on time.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the Local Governing Body.

## **9. Links with other policies**

This policy is linked to our:

- Child Protection and Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Children with Health Needs That Cannot Attend School Policy
- Remote Learning Policy

List of Appendices:

- Appendix 1 Letter 1
- Appendix 2 Letter 2
- Appendix 3 Letter 3
- Appendix 4 Letter for Lateness
- Appendix 5 Application for Leave of Absence Form
- Appendix 6 Letter for Unauthorised Leave of Absence
- Appendix 7 Attendance Codes

## Appendix 1 Attendance Letter 1

Re: [[firstname]] [[surname]] D.O.B [[dob]]

Dear [[customfields\_salutation]]

At Hartford XX School we aspire for all students to achieve 96% or higher attendance. With that in mind we wish to raise the concern regarding [[firstname]]'s absence from school. [[firstname]]'s attendance fallen to [[percent]] and as a result we are becoming concerned that [[firstname]] is missing a significant part of learning. I have enclosed a copy of [[firstname]]'s attendance record which shows an analysis of attendance, absence punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, good attendance enables students to keep up with the work required. There is clear evidence demonstrating how absence from school impacts on a child's educational achievement and future life chances. They may also miss out on many social and enrichment opportunities. In short every day counts!

Whilst we appreciate that absence from school is sometimes unavoidable we want to work with you to avoid and absences which are unnecessary. I will continue to monitor [[firstname]]'s attendance, if the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on [[firstname]] attending school regularly, please do not hesitate to contact me. As a school we have internal and external support available, we would be happy to arrange a meeting to review what is available and complete an Early Help Assessment for support through the Local Authority. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely



## Appendix 2 Attendance Letter 2

Dear [[title]] [[addressee]]

Re: [[firstname]] [[surname]]

DOB: [[dob]]

Attendance: [[percent]]

I am writing to inform you that [[firstname]]'s attendance is still causing concern. We are very worried that continued poor attendance is affecting [[firstname]]'s progress and we need to meet with you urgently.

You are required to attend a meeting with a member of the Attendance Team and the Trust Educational Welfare Officer to discuss this matter further at the date and time below:

Date:

Time:

Please call the office on the above number to confirm your attendance at this meeting.

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical evidence will be required. All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence.

We are bound to inform you of the Local Authority guidance on attendance:

As parent/carer it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Schools do need to liaise with the Local Authority with regards to attendance concerns; if school support does not aid an increase in attendance, then formal action from the Local Authority may result. Such action could include a Penalty Notice and/or prosecution through the Magistrates' court for failing to ensure the regular school attendance of your child, including possible fines of up to £2500 and/or 3 months in prison.

We look forward to meeting you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve [[firstname]]'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

### Appendix 3 Attendance Letter 3

Dear [[customfields\_salutation]]

Re: [[firstname]] [[surname]]    DOB: [[dob]]    Attendance: [[percent]]%

School:

It has been brought to my attention that, despite being invited to a meeting on a previous occasion to discuss attendance falling below government guidelines, [[firstname]] [[surname]] has been absent from school for [[missedsessions]] sessions this academic year. I enclose a record of [[firstname]]'s attendance.

You are required to attend a meeting with myself to discuss this matter further at the date and time below:

Date:

Time:

Please call the office on the above number to confirm your attendance at this meeting.

As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which [[he\_she]] is registered, regularly and punctually.

All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence.

This means that if a child/young person has an overall attendance of 92% or less over a given period, they will be classified as a persistent absentee pupil.

I am therefore writing to inform you that if attendance fails to improve during the next 4 weeks, the case may be referred to Cambridgeshire County Council for a Penalty Notice fine to be issued.

Yours sincerely

#### **Appendix 4 Letter for Lateness**

Dear [[customfields\_salutation]]

I am writing to you expressing my concern regarding [[firstname]] [[surname]]'s punctuality at school.

As I am sure you are aware, it is vitally important that [[firstname]] is punctual with regards to [[his\_her]] school attendance. Lateness at school may interrupt [[his\_her]] academic progress and this is not a situation we would like to occur. It is important that you should also be aware that regular punctuality at school is a legal requirement. Total number of minutes late: number

It may be that there is an explanation for this persistent lateness of which I am unaware. I would be grateful if you would contact either myself or the office if this is the case or if you feel you need to discuss this matter further.

We will continue to monitor and support [[firstname]]'s punctuality and look forward to seeing an improvement over the coming weeks.

Yours sincerely

**Appendix 5 Application for Leave of Absence Form**



**Hartford Infant & Junior Schools**  
Please complete in full

An Academy of



Mayfield Crescent, Huntingdon, Cambs PE29 1UL  
(01480) 454695  
[office@hartford-jun.cambs.sch.uk](mailto:office@hartford-jun.cambs.sch.uk)  
[www.hartfordjuniorschool.co.uk](http://www.hartfordjuniorschool.co.uk)

Headteacher: Mrs Rae Lee

**APPLICATION FOR TERM TIME LEAVE FROM SCHOOL**

Details of child/children at Hartford Schools					
Name of Child		Date of Birth		Class	
Address				Attendance	
Name of Child		Date of Birth		Class	
Address				Attendance	
Details of adults accompanying the child/children					
Name		Date of Birth		Relationship to child	
Address					
Name		Date of Birth		Relationship to child	
Address					
Details of Siblings who do not attend either of the Hartford Schools (this will help us ensure consistency in considering your request)					
Name of Child		Date of Birth		Name of school	
Name of Child		Date of Birth		Name of school	
Details of the period of leave of absence					
First day of absence		Last date of absence		Total number of school days	
<b><u>Full Explanation of the exceptional circumstances that require a leave of absence during term time:</u></b>					
Name		Signature		Date	

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

As a parent or carer you are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in this form and return it to the school prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised.

If unauthorised absences are recorded a Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. However, if a Penalty notice is not issued, your child's attendance will be monitored and this, along with any further unauthorised absences, would be discussed with you which may lead to legal action being taken under Section 444 of the Education Act 1996 if the attendance fails to improve.

A Penalty Notice involves a fine of £60, per child, per parent/carer if paid within 28 days. Should a parent or carer on whom a notice is served fails to pay the full amount of the fine within the specified time he/she will be liable for prosecution in a Magistrates court where on conviction a sentence of a fine of up to £2,500 or up to three months in prison may be imposed. Penalty Notices may only be served in accordance with the terms of the County Council's local code of Conduct, a copy of which is retained by the school.

Penalty Notices for term time leave are issued based on a referral received from a **school accompanied by clear evidence that you have been warned of the risk of a Penalty Notice being issued**. The Local Authority cannot override the decision made by the Headteacher to unauthorise the absence. **If you have further evidence that you did not provide to the school previously please contact the school within 10 working days to discuss**. There is no statutory right of appeal against the issuing of a Penalty Notice. Any communication with us will be shared with the school unless you advise us otherwise.

All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence. Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office and possible legal proceedings.

## Appendix 6 Letter for Unauthorised Leave of Absence

Addressee  
Address

Dear salutation

Re: Name      DOB:

I am writing with regards to the Leave of Absence you applied for on behalf of forename surname's from date to date.

I am not able to authorise the requested period on this occasion due to the exceptional circumstances criteria, e.g. events or problems which you did not expect and which stop your child from attending school.

If unauthorised absences are recorded a Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. However, if a Penalty notice is not issued, your child's attendance will be monitored and this, along with any further unauthorised absences, would be discussed with you which may lead to legal action being taken under Section 444 of the Education Act 1996 if the attendance fails to improve.

All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence. Absence for the period requested will be recorded as G for number of sessions, denoting an unauthorised family holiday.

Yours sincerely

## Appendix 7: 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
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)

CODE	DEFINITION	SCENARIO
<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

CODE	DEFINITION	SCENARIO
<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