



1. Attendance Mission Statement

Attendance is the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility in school. Uxbridge High School seeks to ensure that all of our students receive an education which maximises their opportunities and enables them to achieve their full academic potential. There is much clear evidence that demonstrates a strong link between good academic attainment and good attendance at school, therefore, good attendance and punctuality are a priority within the ethos of this school.

The school will provide a welcoming and caring environment whereby each member of the school community feels wanted and secure. All staff will work with students and their families to ensure that each student attends school regularly and punctually. The school will establish an effective system to monitor and track attendance and punctuality. It will also implement an effective system of incentives and rewards which acknowledges the efforts of students to improve their levels of attendance and punctuality and recognises consistently high levels of both. The school will challenge the behaviour of both students and their families who give low priority to attendance and punctuality.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Improving school attendance will be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

2. Purpose

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

To provide a clear and supportive framework of expectations and procedures that encourages and builds good and sustainable habits of regular school attendance and punctuality to school and all lessons.

3. The Principles

Uxbridge High School is committed to supporting all students towards achieving high levels of attendance and punctuality based on the following principles:-

- The legal obligation of parents/carers to ensure that their children attend school regularly and punctually.
- The legal obligation of the school to record, monitor and report back on attendance.
- Educational research which shows that there is a strong link between attendance and attainment.



- The sharing of a positive ethos regarding attendance and punctuality with all students, including those for whom regular attendance is problematic.
- The system for identifying and addressing concerns about attendance and punctuality will be used swiftly and effectively, in co-operation with parents/carers and their children, in an attempt to resolve attendance and punctuality issues.
- To recognise and reward our best attenders.
- Key support staff in the school will work within an ethos of multi-agency cooperation to guide and support students and their parents/carers who are experiencing difficulties relating to attendance and punctuality.
- The school strongly discourages the taking of any leave during term time, except in exceptional circumstances that are agreed by the school – families must apply in advance and permission is not automatic.

Uxbridge High School will consistently promote the benefits of good attendance, set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, systematically analyse our data to identify patterns to target their improvement efforts, and work effectively with the local authority and other local partners to overcome barriers to attendance.

4. Working together at Uxbridge High School to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All members of the school community at Uxbridge High School work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them

FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Building strong relationships with families, listening to and understanding barriers to attendance and working together to remove them

Uxbridge High School will work closely with all families within its community to build a positive relationship between home and school as this can support and be the foundation of good attendance. In communicating with parents, the school will discuss the link between attendance and attainment and wider wellbeing, and challenge parents' views where they have misconceptions about what 'good' attendance looks like. Where a pattern of absence is at risk of becoming, or becomes, problematic school will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support rather than reaching immediately for punitive approaches.

5. Absences

Authorised absence is where the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered as satisfactory justification for absence. All other absences must be treated as unauthorised. All absences are to be treated as unauthorised unless and until a satisfactory explanation is accepted. All procedures for chasing up explanations and amending registers will be consistently applied. These include phoning and writing to parents. Regular monitoring of 'broken weeks' will also take place and letters sent to parents informing them of the school's concern. A 'broken' week is one with an absence. This monitoring helps the school to see if there are children with frequent absences of 1 of 2 days over a period of a few months.

Persistent non-attendance

Students whose attendance falls below 90% will be categorised as persistent non-attenders (PNA) and this will trigger a range of intervention strategies aimed at improving attendance to the minimum expected of 96%.

Granting leaves of absence

Only exceptional circumstances warrant a leave of absence. The school will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the principal to determine the length of the time the pupil can be away from school.

The principal will only grant leave of absence in exceptional circumstances; therefore, it is unlikely a leave of absence will be granted for the purposes of a family holiday.



Children missing from education (CME)

If a child has missed school and there has been no contact from home, the school attendance support officer will:

1. On the first day of absence, send an automated phone call home;
2. On the second day of absence, if there is no response from automated phone call home, then the school attendance support officer will call the parents and see if any contact can be made;
3. Send an email, if there is an email address available;
4. Ensure a welfare check is carried out by the school, if there is no response from phone calls and emails;
5. Ensure a letter is put through the letter box of the home address asking for the parents to contact the school, during the welfare check.

If we are unable to establish where the child is, the school attendance support officer will inform the DSL and a CME form will be completed and emailed to the participation team at the local authority. The DSL will consider further actions/support should it be required. Only once the local authority advise that a student can be off rolled, will they be removed from our school roll.

6. Roles and Responsibilities

Improved attendance and punctuality are the responsibility of the whole school. It can be achieved by all members of the school community being made aware of its importance and the need to work together to achieve our attendance and punctuality targets.

Trustees

The trustees of Uxbridge high school have a responsibility to monitor the use and effectiveness of this attendance policy, which is both beneficial and specific to the needs of the school. This can be done through:-

- Consultations with the SLT lead on Attendance; the Education Welfare Officer and the Heads of Learning
- Regular reporting to the governing body to ensure that all governors are aware of the attendance targets, strategies put into place to meet them and the effectiveness of these strategies
- Making attendance a fixed agenda item at the Trustees meetings with relevant attendance data included in the Principal's report for each meeting.

Teaching Staff

Form Tutors

- Establish a positive ethos within their tutor group regarding attendance and punctuality.
- Take the official morning register at the beginning of Form time at the beginning of the school day.
- Be responsible for taking the register using SIMS in the form room or in the assembly hall during form time. To take a paper register if the SIMS system is not working and send it to the Attendance Office within 15 minutes of the start of the form time.
- Familiarise themselves with the guidelines for using SIMS, together with the register codes, their meanings and appropriate uses that are distributed at the start of the year. Report any problems with the SIMS system immediately to the Attendance Officer.



- Enquire of students/parents/carers, about any reasons for absence. To remind students to bring in notes signed by their parents if an absence has not been covered by a phone call from them already and to enter the appropriate code into the SIMS system. If the reason is medical or dental, then evidence must be provided in the form of appointment slips or doctors notes. It is important that all notes from parents or medical evidence must be given to the Attendance Officer immediately in all circumstances – no notes are to remain with the tutor.
- Ensure that no 'N' codes remain on any students register for longer than a maximum of 2 weeks.
- The decision to authorise an absence is, in the first instance, the decision of the principal

Class teacher

- Establish a positive ethos within the class regarding attendance and punctuality.
- Ensure that the register, which is a legal document, is completed promptly and accurately.
- Be responsible for taking the register using SIMS during every lesson, noting the exact minutes of lateness for any students and ensuring that this is returned within 15 minutes of the start of the lesson.
- Take a paper register if the SIMS system is not working and send it to the Attendance Office by the end of the lesson.

Head of Learning

- Highlight and establish a positive ethos within the year group regarding attendance and punctuality, through assemblies and the implementation of the rewards system.
- Monitor attendance and punctuality for the students in the year group to all lessons, especially lessons 1 and 5.
- Monitor and update the attendance tracker on a weekly basis, adhering to the procedural steps associated with the tracker.
- Analyse the attendance and punctuality data sent to them on a daily and weekly by the Attendance Officer and identify students giving cause for concern.
- Follow up with the student's tutor initial concerns relating to a student's attendance and punctuality.
- Work with Home School Link workers to make contact with parents regarding a student's non-attendance.
- Refer to attendance within assemblies on a weekly basis.
- Meet regularly with the school Education Welfare Officer and Attendance Officer to discuss identified students with recurring issues of poor attendance or punctuality and to consider a positive course of action to assist these students
- Discuss and refer students to the ASO when appropriate.
- Inform the Assessment Hub of students referred to the school ASO.
- Call a strategy meeting when appropriate to consider support strategies to effect a positive change in the student's pattern of attendance.
- Refer to and liaise with other support agencies working with students with poor levels of attendance and/or punctuality to school.

SLT Lead for Attendance

- Have an overview of attendance data and issues relating to attendance and punctuality.
- Set realistic annual attendance targets and work with the Head of Learning and the school's attendance team to carry out agreed strategies in order to achieve these targets.

- Liaise with the data team to ensure accurate recording of attendance data and effective use by all staff of the SIMS Electronic Registering System.
- Monitor attendance data and identify areas of concern.
- Attend Head of Learning meetings at which attendance is a regular agenda item.
- Meet regularly with the school ASO to receive an update on cases held and to discuss any students/families giving rise to particular concerns relating to attendance and punctuality.
- Liaise with Head of Learning, ASO and Attendance Officer to draw up a list of students eligible for attendance rewards.
- Line manage the Attendance Officer.
- Lead whole school assemblies with a focus on Attendance.
- Contribute to the Head teacher's termly attendance report to the trustees.
- Discuss exceptional Leave requests during term time with the principal.

Support Staff

Attendance Support Officer

The core role of the ASO is to help parents and the school to meet their statutory obligations on attendance (Education Act 1996 Section 444 part 1 and 1A).

- Liaise closely with the Attendance Officer and Data Manager in order to ensure that attendance data is accurately recorded.
- Monitor and analyse attendance data, action taken by the school to improve attendance and strategies drawn up to enable the school to meet its attendance targets.
- Liaise with each Head of Learning to discuss, possible new referrals and long term cases. To agree actions to take cases forward.
- Carry out direct intervention with students falling below target levels developing a range of strategies and action plans for improvement.
- Carry out direct work with parents whose children are poor attenders.
- Meet regularly with the SLT leader for attendance to provide feedback on referrals and work undertaken with families and their children.
- Attend the Head of Learning meetings when requested.
- Attend 'transition induction day' sessions with parents to outline the importance of attendance and punctuality.
- Work with the support for learning team to devise and carry out programmes with a focus on attendance for students who are of concern.
- Issue Penalty Notice warnings in line with the school absence procedures.
- Provide the necessary evidence to the LA Courts Officer to prosecute, or issue penalty notices in cases where parents are clearly failing to fulfil their legal obligations to ensure that their child is attending school each day and on time.
- Work with other supporting agencies as regards the welfare of students and attend multi-agency meetings as required.
- Follow intervention procedures if parents take unauthorised Exceptional Leave during term time
- Provide data on students who have been referred to external agencies working with the student and family in order to improve attendance.
- Implement attendance panel meetings.
- In partnership with the Attendance Officer, coordinate Attendance and Punctuality initiatives and attend Parents Evenings as required.



Attendance Officer

- Maintain a data system which effectively records attendance and punctuality both to school and to lessons and can be readily available to all key staff.
- Monitor the use of this data system by tutors, co-tutors and subject teachers to record attendance and lateness. Inform the Head of Learning and Learning of members of staff who are not fulfilling their duty as regards inputting attendance data into the SIMS system.
- Monitor the attendance tracker and update on a weekly basis.
- Monitor registers not taken by staff members.
- Provide attendance data throughout the school year as specified in the attendance data calendar.
- Take telephone calls from parents/carers regarding reasons for non-attendance at school and to record this information onto the system.
- Meet regularly with the ASO and each Heads of Learning to discuss students whose attendance gives cause for concern; to provide the data needed for this meeting and record concerns and proposed interventions on a database, which can be accessible to tutors, school ASO and SLT lead.
- On the advice of the Head of Learning monitor the attendance of identified students.
- Monitor the attendance and punctuality of Looked After Children and Children on the Child Protection Register and if they are not on a Welfare Call system, to report any concerns to the Every Child Matters support worker. .
- Operate the school text/calling system to inform parent/carers when their child is absent from school or late for AM or PM registration/lessons.
- Produce a daily and weekly attendance report.
- Weekly meetings with the Heads of Year regarding attendance.
- Maintain an Attendance display board in the corridor by the Attendance Office.
- Monitor accuracy of registers during Attendance and Punctuality initiatives and to attend Parents Evenings as required.

Guidance Leaders

- Monitor attendance concerns
- Implement interventions: Attendance reports, Parent meetings, Attend Panel meetings, Plus others as appropriate from attendance policy
- Liaise with Head of Learning
- Communicate concerns with parents
- Liaise with and communicate to Inclusion Manager about concern over students with less than 90% attendance

Parents and Carers

Research shows that parents have the greatest influence on their child's life and attitudes to learning and achievement as lifelong students. At induction meetings, with new students and their families, great emphasis is made of the strong correlation between educational achievement and levels of attendance.

Parents/carers are informed that they can support good attendance and punctuality in the following ways:-

- Meeting their legal obligation by ensuring that their child/ren attends school regularly and punctually.



- Download the Arbor App and monitor their child's attendance via the app.
- Phoning the school on their child's first day of absence with a justifiable reason as to why their child is not at school – e.g. has a high temperature and sending a note explaining the absence when the child returns to school. This note can be in the form of a written and signed entry directly into the student's planner, which must then be shown to the Attendance Officer.
- If the reason absence is medical or dental, then documentary evidence must be provided in the form of appointment slips or doctors notes. It is important that *all* notes from parents or medical evidence must be shown or given to the Attendance Officer immediately in all circumstances.
- Making any appointments e.g. optician, dentist, GP, out of school hours and during school holidays and informing the school in advance of any hospital appointments in school time.
- Not booking any tickets for travel abroad or applying for time off during term time, unless it is for exceptional circumstances that cannot be accommodated during normal school holiday times - see section on Exceptional Term Time Leave.
- Advising their child's tutor of any concerns or changes in circumstances which may affect their child's progress, attendance or punctuality.
- Co-operating fully with the school and any other relevant agencies as recommended by them, to resolve any problems that cause poor attendance and/or punctuality.

At Parents' Evenings and Progress Review Meetings parents are given an up to date record of their child's attendance and punctuality to school by the Attendance Team and can discuss any issues with their child's tutors or Head of Learning at these meetings.

Students

All students are expected to take full responsibility for their own attendance and punctuality.

They will be helped in doing this by:

- Self monitoring of attendance and asking their tutor weekly for regular updates on their total attendance levels to date
- Not staying off school for 'headaches' or other minor ailments that are not acceptable, unless supported by medical evidence stating their need to stay off school for it.
- Regular reminders from tutors and subject teachers about the need for good attendance and punctuality.
- Reminding their parents that the school's Attendance Officer should be contacted by phone on their first day of absence from school and then on each day of their child's absence, to confirm that they are still unfit to return to school.
- Showing on their return to school after a period of absence, their tutor the note, medical documentation or entry in their personal planners that their parents have written explaining the absence.
- Working towards and accepting, incentive rewards for good and improved attendance or punctuality

7. Absence Procedures

- Parents are expected to ring the school on the first day of their child's absence and explain to the Attendance Officer why their child is absent and when he/she is likely to return to school.

- Parents are then expected to ring the school on each day of their child's absence to confirm that they are still unfit to return to school.
- The Attendance Officer will enter the appropriate absence code in the Arbor register.
- If the period of absence is extended beyond that first anticipated, then parents should provide medical or other documentary evidence to explain to the Attendance Officer why this is so.
- The Attendance Officer will then inform the Head of Learning.
- When the student returns to school, the parents must provide a note or written entry in their child's planner, explaining the reasons for absence.

8. The school attendance panel procedure

The school attendance panel procedure involves an initial attendance panel meeting with the student and their parents:

Appointments are made and parents are requested to attend. If the parents do not attend, the attendance panel will meet in their absence;

Parents are informed by the Head of Learning or member of staff leading the panel of the issues involved, the support on offer and the expectation that the attendance of the student involved must improve by a certain review date.

During the review period any absence must be supported by medical evidence for the attendance officer to authorise the period of absence.

If the review period is successful, no further action will be taken. If no improvement during the review period, then a referral will be made to the Participation team at the London Borough of Hillingdon for further action.

9. Exceptional Term Time Leave and Religious Observance

Exceptional leave may be requested by parents by completing and returning an exceptional leave form at least 10 school days before the leave is requested. Exceptional leave may only be granted by the principal. It will normally only be granted once in a student's compulsory period of schooling and for a maximum period of 5 school days and then only if the attendance for the academic year in which it is requested will not fall below 96% as a result of the leave. Before granting leave, consideration will also be given to any examination periods or other important calendared events that will be missed if the leave were to be granted. Exceptional leave requests will not be granted for holiday absence.

For unauthorised holiday absences exceeding 5 days (10 sessions), the school may submit a referral to the local authority for a holiday penalty notice to be issued.

The local authority may issue penalty notices to each parent/carer for any unauthorised absence, including exceptional leave or holiday taken during term time without approval. The fine is:

- £80 per parent, per child if paid within 21 days
- £160 per parent, per child if paid within 28 days

If the penalty notice remains unpaid, each parent will receive a summons to Uxbridge magistrates' court. The summons will be for the original offence of failing to ensure that your child attends school regularly.



Repeat offences within a three-year rolling period will result in:

- Second offence: automatic fine of £160 (no reduced rate)
- Third offence: the local authority may pursue legal action directly, without issuing another penalty notice

10. Punctuality to Lessons

Creating and encouraging the habit of good punctuality to both lessons and to school reduces disruption to learning and leads to higher levels of achievement. An added benefit for students is that it develops a habit that is one of the key requirements for employers when they recruit new staff.

Uxbridge High School promotes the proud values by ensuring that students transitions to lessons in an efficient manner. Procedure is to provide parents, students and school staff with clear guidelines to support and promote both higher personal expectations and higher levels of achievement.

There will be a 'Zero Tolerance' approach to poor punctuality in most circumstances.

Students who are late on a daily basis will be required to sit a lunch time detention.

Students who are late twice in a week will be expected to sit an after school Head of Learning detention.

11. Expectations

1. Punctuality to School

- All students must be in school on time.

Year Group	Arrival	Entrance
7	8.15am	Gate 4
8	8.15am	Gate 4
9	8.15am	Gate 4
10	8.15am	Gate 1
11	8.15am	Gate 1
Sixth Form	8.15am	Gate 1

- Morning registration - Any student who arrives after the start of school will be marked as late.
- Afternoon Registration is the register taken for Lesson 5 at 1:40pm (except for on Friday when afternoon registration will be taken at 12:00pm in period 4).
- Any student who arrives after 1:40pm will be marked as late.
- If a student arrives after their lesson starting time with a genuine reason, they must bring a note from home to confirm this.

2. Sanctions for lateness to school

- Years 7-11: Students will receive a same day afterschool detention for 30 minutes.
- Failure to attend late detention will result in a upscaled sanction.



- Persistent failure to attend late detentions may result in an internal exclusion

Late after registration closes

Students arriving to school more than 30 minutes after registration closes at 8:15 (e.g. arriving after 8:45am) will receive an unauthorised late mark, unless they can produce medical evidence (e.g. dental appointment card) that explains their lateness

Penalty notice proceedings for unauthorised lateness (code U)

If there are 10 incidents of late arrival in a term, after the registers have closed at 8.45am, the Head of Learning or the leadership team member with responsibility for attendance may make a referral to the local authority, which may attract a fine.

3. Monitoring the system

Tutors

- Monitor lateness to school of students in their tutor group.
- Use the spreadsheet shared by the HOL team to track students who have attendance concerns and those who are at risk of becoming PNAs.
- Use the scripts for success to engage parents in meaningful conversations about their child's attendance
- Report any barriers to attendance to the AHOL/HOL in the first instance

Class Teachers

- Keep accurate class attendance and punctuality registers.
- Monitor and tackle persistent lateness to their lessons.

Heads of Learning

- Monitor and support teachers/tutors are recording punctuality accurately within their Year Group.
- Monitor the punctuality to school and lessons of individual students causing concern.
- Complete actions as indicated via the attendance tracker.

Attendance Officer

- Produce data as required for the Punctuality Systems to operate efficiently
- Update the attendance tracker on a weekly basis
- Provide termly data for the line management lead.
- Inform the ASO of students with persistently poor punctuality to school.
- Report any recurring concerns about the marking of registers or the failure to carry out this policy by any member of staff to SLT for Attendance.

SLT for Attendance

- Review attendance data on a half termly basis.
- Recommend changes to the attendance policy as necessary.
- Update and monitor the attendance tracker.
- Direct HOLs as required in regard to attendance matters
- Attend parental meetings where required.



Intervention strategies for students with irregular attendance and truancy

- Where a student's attendance is a cause for concern, a range of intervention and support strategies will be put in place to help improve their attendance. Some examples below:
- Parents will be contacted on any day an identified student is absent, without explanation, using the automated attendance checking system;
- Letters will be sent by the school attendance support officer to highlight concerns to parents. These letters will emphasise the legal requirements of parents and identify the levels of intervention that will be put in place if improvements are not observed. This includes an outline of the school attendance panel procedure;
- Students causing concern will be reported by the school attendance support officer to the appropriate Head of Learning;
- The local authority will be informed at an early stage of students whose attendance is poor;
- Parents may receive an informal warning about the possible implementation of the school attendance panel procedure;
- In liaison with the local authority, the school attendance support officer will monitor patterns of unauthorised absence and, under direction from the Head of Learning or the leadership team member with responsibility for attendance, will act upon it with parents; If a problem persists with an individual student, the school attendance panel procedure may be implemented;
- The Head of Learning or the leadership team member with responsibility for attendance will work with the local authority, police and other community groups to support truancy initiatives such as the Hillingdon truancy watch scheme;
- Students with persistent or very poor attendance will be supported further by the pastoral team in line with the needs of each student.

Last Reviewed: September 2025

Next Review date: September 2026

APPENDIX 1 Absence and attendance codes

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Present at school

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency



Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays