



Attendance Policy

Handbook Owner	Janine Rivers
Role	Assistant Headteacher
Date issued	Sept 2022
Chair of Governors Signature	<i>Mica Coleman Jones</i>

Reviewed Date	Reviewed By	Changes made to the policy	Next review date	Date and Minute number	Chair of Governors signature
March 23	J.Rivers		March 2024	27/03/2023	Mica Coleman Jones
Nov 23	J.Rivers	<ul style="list-style-type: none"> - Update in intro including KCSIE - Updated section on term time holidays - Times for L and U amended to support taxi arrivals - parents will now be notified at the end of each MER and not term - Appendix 1 amended - Appendix 2, 3 and 4 added 	July 2024	27/11/2023 - 991	<i>Mica Coleman Jones</i>
Jun 24	J. Rivers	Removal of a sentence in section 1 (repeated).	Sept 2024 (to update with new attendance guidance)	17/06/2024 - 1023	<i>ElWatts</i>
24/08/24	J. Rivers	To include updates from 'Working together to improve school attendance' effective from 19/8/24	Sept 25	07/10/2024 - 1040	<i>ElWatts</i>



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1. Introduction

Brackenfield SEND School recognises attendance and safeguarding come hand in hand, and all staff have a clear understanding of the following:

It is the right of every pupil to receive a full-time education.

Attendance is everyone's responsibility.

Being absent, as well as missing, from education can be a warning sign of a range of safeguarding concerns.
([KCSIE 2024](#))

It is everyone's responsibility to have high expectations for attendance and welfare of all pupils.

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. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.

Absence disturbs the continuity of the curriculum and affects social relationships. Absence from school causes difficulties for teachers who have to respond by providing individual programs of work, which whilst supporting continuity are no substitute for attendance at school.

The government expects-

Schools and Local authorities to:

- Promote good attendance and reduce absence, including persistent absence, which includes all children with an attendance less than 90%
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons

In considering the above Brackenfield School have adopted and implemented a traffic light attendance monitoring system for attendance (see appendix 1) and that all absence from school will be subject to this system and the attendance policy.

What do Brackenfield do to ensure that attendance is everyone's responsibility?

- Form strong relationships and work jointly with families, listening to and understanding barriers to

attendance and working in partnership with families to remove them

- Clear expectations communicated to all parents/carers from the beginning of transition to Brackenfield, regarding attendance and parental responsibility
- Rigorous systems in place to monitor daily attendance and triage support required
- Clear communication methods to report pupil absence
- Key worker model for class teams to provide support and challenge regarding attendance
- Attendance Manager role in place, support pupils, families and staff to increase and maintain high standards of attendance
- Develop and maintain a whole school culture that promotes the benefit of regular attendance through regular attendance training for all staff, including script prompts to support difficult conversations
- Individual, class and whole school attendance is discussed at weekly DSL meetings and SLT Curriculum Briefings
- Attendance data (including persistent absentees) is shared with all staff on a weekly basis
- Weekly, MERLY and Half-MERLY analysis of data
- Attendance is reported to parents at the end of each MER
- Actions plans for all attendance which causes concern
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support

Working together 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 in partnership with, not against families. All partners should 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 and 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 an attendance 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: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education

2. The Law

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to

make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

3. Leave of Absence and Holidays.

For all leave of absence, further details are outlined in the specific absence codes outlined in [Working together to improve school attendance 2024](#)

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to 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 school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

All schools are also able to allow pupils of non-compulsory school age to be absent for sessions they are not timetabled to attend.

As well as the above leaves of absence, all schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity.
- To attend another school at which the pupil is registered (dual-registration).
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.
- To participate in an approved sporting activity.
- To attend an educational visit or trip arranged by the school.
- To attend work experience.

Under education law parents/carers may request a leave of absence for pupils from school. However, the education (Pupil Registration) (England) (Amendment) regulations 2013, makes it clear that head teachers should not grant approval for any leave of absence during term time unless exceptional circumstances exist. A clear, written justification for these occasions should be provided by the parent or carer by completing the [Holiday Request Form](#) which will include clear reasons why the absence needs to take place in term time and over the time requested. (*DFE Schools Attendance, Guidance for Maintained Schools, Academies, Independent Schools and LA's, September 2020*)

Term times are for education. This is priority. Children have 175 days off school to spend time with their families and for family holidays, celebrating birthdays, visiting family members, traveling to an event, etc. These are not considered exceptional circumstances and as such will not be an authorised absence.

Every application will be considered individually, and the decision to authorise absence is at the head teacher's discretion based on their assessment of the situation.

If the leave of absence is not authorised, it will be marked on the attendance register as unauthorised absence and the local authority will be notified if the holiday is taken in line with the government guidelines.

4. Penalty Notices

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance. These penalty notices are charged at £120, reduced to £60 if paid within 21 days.

The threshold for a penalty notice is 10 sessions (2 sessions per school day) of **unauthorised** absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Penalty notices will be decided by the Headteacher based on individual circumstances.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the

same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

An unauthorised absence can be any of the following:

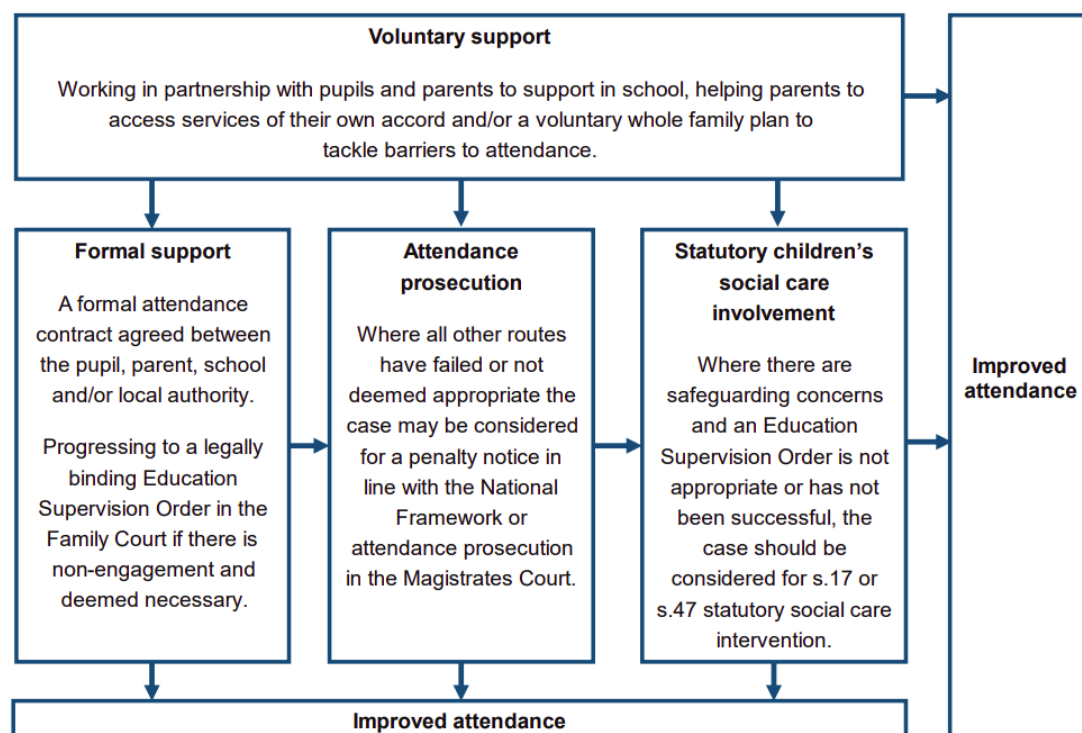
- Refusal to attend school
- Holiday taken in term time that has not been authorised by the headteacher
- Days off for birthday's, shopping trips or other special occasions
- Failure to attend school with no communication as to why from parents/carers
- Arriving late to school after registers have closed
- Being a persistent or severe absentee (see below)
- Attending routine medical or dental appointments
- Non-attendance due to siblings being absent from school due to illness or different holiday patterns

This list is not exhaustive and reasons for unauthorised absence will always be considered based on individual circumstances.

As absence is so often a symptom of wider issues a family is facing, schools, trusts and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

Brackenfield will provide support to all families before legal intervention is initiated.

Providing support first before attendance legal intervention



5. Persistent and Severe Absence

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Brackenfield will work with local authorities to put additional targeted support in place to remove any barriers to attendance and reengage these pupils

A pupil with severe absence refers to any pupil who misses 50% or more of school.

6. Procedures

School starts at 9.10am. All children must be in school at this time.

Registers are to be completed by **teachers** during morning registration 9.10 – 9.30 a.m. and in the afternoon between 12.10pm and 12.20pm.

THIS IS A LEGAL REQUIREMENT.

Parents/carers are required to notify the school of any absence by phone between 8.00am and 9.00am, on every day of absence. An answer phone service is available to leave a message on if the call is not answered. A reason must be provided for the absence, for example, he/she is poorly will not be accepted and the attendance manager will need to determine the reason for the absence. This information will be input on the pupil's communication log on the schools MIS with the reason for the absence detailed.

If there is a planned absence, for example medical appointments, parent should email attendance@brackenfield.derbyshire.sch.uk with the evidence for the appointment.

1. If a pupil is not present in registration (between 9.10 and 9.30am) and where no authorised reason for their absence has been provided they are to be marked as "N" and are required to go to the school's office on arrival to notify school of their arrival where their mark will be changed to "L".

2. A late mark, (L) is recorded in the register for any pupil arriving on site between 9.30am and 9.45am. After 9.45am, and if no authorised reason for being late has been provided, the U code (arrived in school after registers closed) will be recorded on the register for that session. A 'U' Code is classed as an unauthorised attendance mark.

4. Where no contact has been made by the parents/carers, before 9.30am on the same day as the absence (it is essential to check whether the child is actually in the school). The attendance manager will call home.

5. Where there is no response to the phone call, further phone calls will be made or a home visit carried out. If we cannot ascertain that the pupil is safe and well, we will refer to social care.

6. In the case of long-term unauthorised absence (more than 5 days) we will carry out daily safe and well checks, either in person or over video call. If we cannot ascertain that the pupil is safe and well, we will refer to social care.

7. In the case of any prolonged authorised absence from school (more than 5 days) reasonable measures will be taken to ensure that the pupil is safe and well.

8. Where pupils are educated off-site for part of their week their attendance will be monitored on a daily basis by the office. The off-site facility will inform the school each day of attendance and the attendance will be updated on the schools MIS accordingly.

9. All pupils' attendance will be checked on a weekly basis, so that any patterns of absence or unusual absence is identified and early intervention and support, if required, can be offered to the parents/carers.

10. At the end of every Half Term each pupil's attendance will be checked and a monitoring report created, where each pupil will be placed into a category, as per the traffic light system and any action taken as necessary.

11. In addition to attendance data being live on our parental communication app (BOOP), details of a child/children's attendance will be provided to all parents four times per year (at the end of each MER) through a school report. This will not provide new information, and any actions plans are implemented proactively and will form part of the reporting process.

12. Where a child attendance is causing concern the school will make contact with parents detailing any further action as per our traffic light system which may be taken as a result.

All attendance related correspondence and action is detailed on the schools MIS and the attendance monitoring spreadsheet.

Any written notes in children's home school diary's (BOOP), concerning absence or medical appointments, must be transferred onto the schools MIS communication log by the class teacher.

8. Recognition System

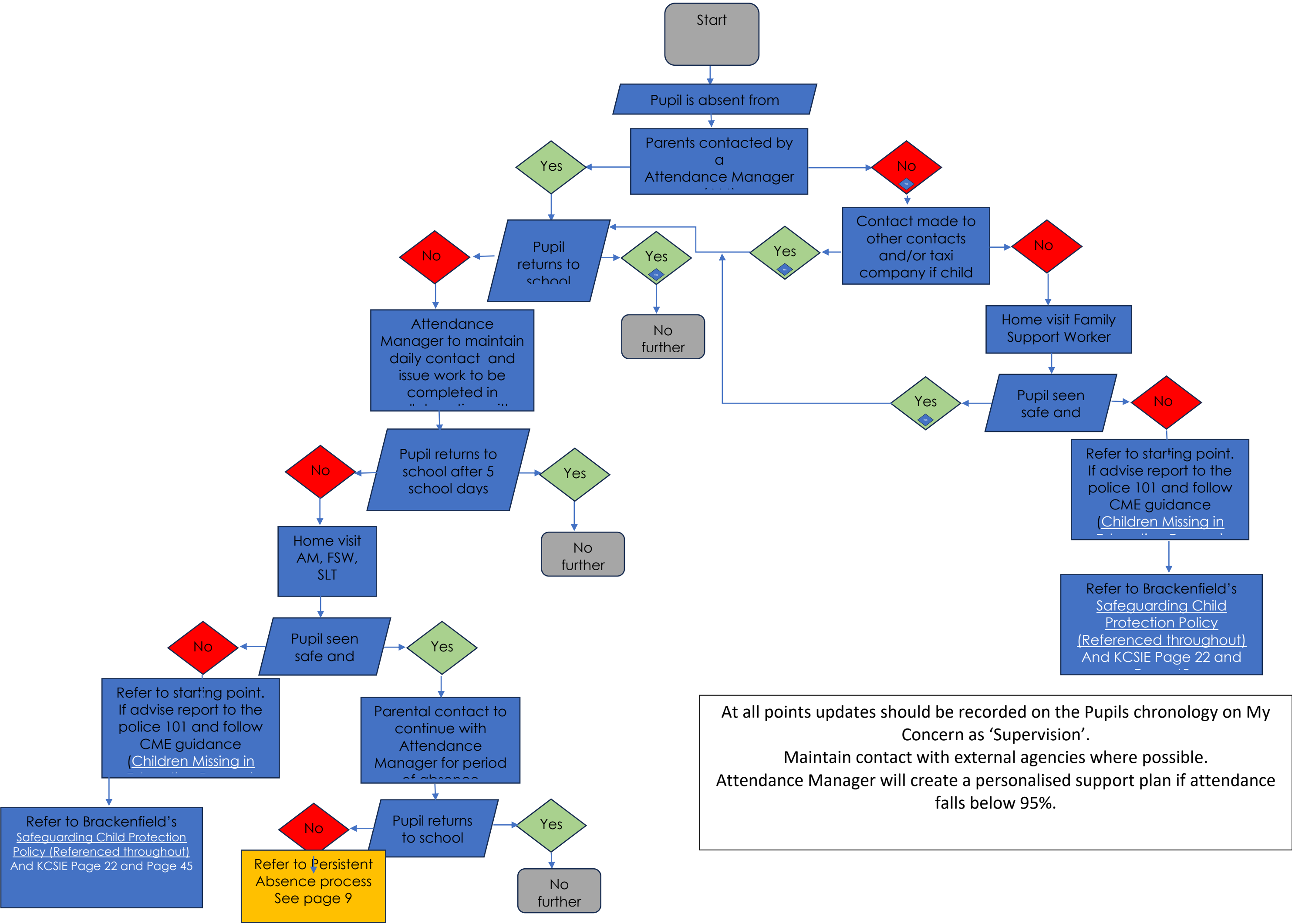
Brackenfield School recognises that pupils should be recognised for their attendance, and this is achieved in the following way;

A recognition system is in place to recognise each child's attendance achievement at the end of every MER. This is reported to parents via BOOP.

At the end of the academic year, every pupil with 100% attendance will receive a certificate as recognition. Any pupil, who has an 'M' (which is for a specialist appointment, that cannot be rearranged) or an 'I' (for an operation) on the register, will be included in this recognition. No pupil will be at a disadvantage because of their medical needs.

Appendix 1: Traffic Light System (Graduated response to Attendance Management)

190 School Days in each year. 190 Days for your child's education	6 days absence	10 days absence	19 days absence	29 days absence
	184 Days of Education	180 Days of Education	171 Days of Education	161 Days of Education
100%	97%	95%	90%	85% and below
Excellent		Good	Worrying	Serious Concern
Possible Actions				
None required. BOOP recognition at the end of each MER for 100% (including authorised medical and illnesses).	Class teams/Keyworker lead on monitoring attendance.	Class teams/Keyworker to lead on monitoring attendance. Under 96% Letter to be sent.	Attendance Manager to lead on monitoring attendance. Under 95% Letter to be sent. Parent meetings to take place. Individual support plan in place and shared with parents. Family Support Worker allocated. Outside agencies to be involved if necessary at this point.	SLT to lead on monitoring attendance Under 90% Letter to be sent. Parent meetings to take place. Individual support plan in place and shared with parents. Outside agencies to be involved.

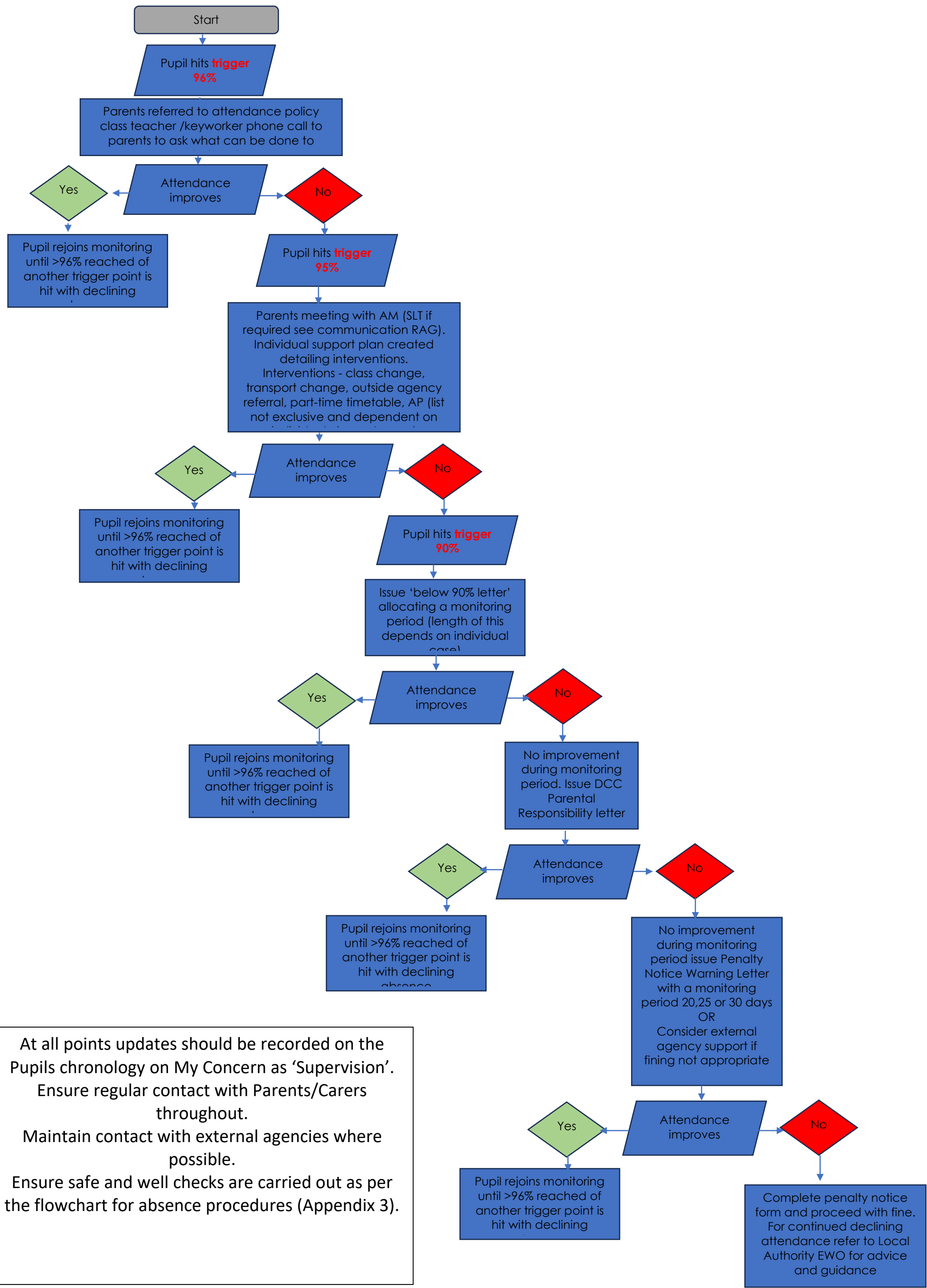


Appendix 3: Graduated Response to Pupil Absence (Interventions)

Intervention stages will always be based on the individual needs of the pupil/family and will be supportive when pupils have diagnosed medical conditions which affect daily attendance.

Stage 1: 97 – 99.9%
<ul style="list-style-type: none"> Keyworker notified Attendance monitoring spreadsheet shared outlining reasons for absence
Stage 2: 95 – 96.9%
<ul style="list-style-type: none"> Keyworker notified Attendance monitoring spreadsheet shared outlining reasons for absence Under 96% letter shared with Parents/Carers
Stage 3: 90 – 94.9%
<ul style="list-style-type: none"> Keyworker notified Attendance monitoring spreadsheet shared outlining reasons for absence Support from the Attendance Manager Family Support Worker allocated Early Help Assessment (EHA) explored Under 95% letter shared with Parents/Carers Meeting with parents arranged Individual support plan created with parent and pupil voice where appropriate Explore COMPASS involvement where necessary
Stage 4: 85 – 89.9%
<ul style="list-style-type: none"> Keyworker notified Family Support Worker notified Attendance monitoring spreadsheet shared outlining reasons for absence Attendance Manager involvement Under 90% letter shared with Parents/Carers Monitoring period issued (length dependent on individual case) Meeting with parents arranged Individual support plan updated with parent and pupil voice where appropriate Explore other outside agencies where necessary
Stage 5: Below 85%
<ul style="list-style-type: none"> Keyworker notified Attendance monitoring spreadsheet shared outlining reasons for absence Keyworker notified Family Support Worker notified Attendance monitoring spreadsheet shared outlining reasons for absence Attendance Manager involvement Meeting with parents arranged Individual support plan updated with parent and pupil voice where appropriate Derbyshire Parental Responsibility letter sent Monitoring period issued (20, 25 or 30 days dependent on individual case) Team around the Family arranged (where appropriate) Referral to Starting Point/Social Care (where appropriate) Education Welfare Officer involvement (where possible) Local Authority involvement (where appropriate) Alternative Provision explored (where appropriate) Part-time timetable explored (where appropriate) Emergency annual review to discuss placement breakdown arranged (where appropriate)

Appendix 4: Graduated Response to Persistent Absence



Appendix 5: Attendance Codes

Authorised attendance codes		
Code	Definition	Scenario
/	Present (am)	Pupil present at morning registration (by 9.30am when registers are taken)
\	Present (pm)	Pupil present at afternoon registration (by 12.20pm when registers are taken)
L	Late Arrival	Pupil arrives late before the register has closed (between 9.30 and 9.45am)
K	Attending a place other than school	Pupil attends another education provision arranged by the Local Authority
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
J1	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

Authorised Absences		
Code	Definition	Scenario
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil is in paid or unpaid employment abroad during school hours or the pupil has been granted a licence to take part in a regulated performance.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Where a pupil is on an agreed part-time timetable in line with the best interests of the pupil (temporary provision)
C	Leave of absence for exceptional circumstance	Only to be used when a parent makes an application for a planned absence eg family funeral A holiday will not normally constitute an exceptional circumstance.
E	Suspended or permanently excluded	Pupil has been excluded from school but no alternative provision has been made
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 (not including routine check ups)
Q	Unable to attend the school because of a lack of access arrangements	Where the LA have failed to provide adequate transport to school.
R	Religious observance	Pupil is taking part in a day of religious observance. This should only be for 1 day. Any further absence would need to be applied for as exceptional circumstances (C)
S	Study Leave	Year 11 pupil is on study leave during public examinations
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a

		child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
X	Non-Compulsory school age pupil	Pupil does not need to attend school. If a pupil who is non-compulsory school age is absent during a planned, timetabled session then school will use the appropriate absence code
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> - in police detention - remanded to youth detention, awaiting trial or sentencing - detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.
Y7	Unable to attend because of any other unavoidable cause	The pupil is unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.

Unauthorised Absences		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on holiday despite the headteacher not approving a holiday request. Holidays not applied for will not be authorised.

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)
O	Unauthorised absence	School is not satisfied with the reason given (or no reason given, see N) for pupil's absence
U	Late Arrival	Pupil arrives late after the register has closed (after 9.45am)

Other Absences		
Code	Definition	Scenario
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned whole school closure	Whole school closure due to school holidays/half day closure/INSET days/Bank Holidays