



Attendance Policy

Designated Person: Mr M. Bell
Last Reviewed: August 2026
Next Review: September 2027

Head teacher: Mr P. Phillips
Office manager: Miss J. Yip
Chair of Governors: Mr J. Stout

1. Aims

This policy sets out St. Luke's commitment to securing high levels of attendance and punctuality for all pupils. It reflects the Department for Education's statutory guidance, Working together to improve school attendance, updated in July 2026. Our approach is rooted in high expectations, early identification of emerging concerns, strong relationships with families and a support-first response to barriers to attendance, including: [working together to improve school attendance \(applies from 19 August 2024\)](#)

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's statutory guidance Working together to improve school attendance (updated July 2026), the School Attendance (Pupil Registration) (England) Regulations 2024, and the national framework for penalty notices. It should also be read alongside Nottinghamshire County Council's current Local Code of Conduct for Penalty Notices. The principal legislation and regulations governing school attendance include: [school attendance parental responsibility measures](#)

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education Act 1996, including sections 7 and 444](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#) The Education (Penalty Notices) (England) Regulations 2007, as amended, including the 2024 amendments

It also refers to:

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

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Taking an active role in attendance improvement and supporting leaders to maintain a whole-school culture of high attendance.
- Regularly reviewing recent and historic attendance and punctuality information, including patterns for vulnerable groups and pupils facing entrenched barriers to attendance.
 - Considering benchmarking against local, regional and national information and providing appropriate support and challenge to school leaders.
 - Ensuring the school fulfils its statutory attendance duties, has effective systems for recording and following up absence, and works with families and local partners to remove barriers.
- Holding the Headteacher and Senior Attendance Champion to account for the implementation and impact of this policy.
- Ensuring a link governor for attendance is in place to support monitoring and oversight.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the governing body, the local authority and other external bodies where required
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Considering when legal intervention may be appropriate and, where a penalty notice is considered, working in line with the national framework and Nottinghamshire County Council's Local Code of Conduct. In Nottinghamshire, penalty notices are primarily issued by the local authority following a referral from school.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Mr M. Bell and can be contacted via office@st-lukes.notts.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with Nottinghamshire County Council attendance services and other relevant partners to tackle persistent and severe absence
- Advising the headteacher when the national threshold has been met and when a referral to the local authority for legal intervention should be considered

The attendance officer is Mr Bell and can be contacted via the school office on 01909 475821.

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office at the start of each session through Arbor.

3.6 School Admin staff

School Admin staff will:

- Transfer calls / emails from parents/carers to the relevant staff where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time

Report their child's absence to the school office before 8.30am on the first day of absence and on each subsequent day unless otherwise agreed

- 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
- Seek support, where necessary, for maintaining good attendance, by contacting the school attendance officer, who can be contacted via the school office on 01909 475821.

3.8 Pupils

Pupils are expected to:

- Attend school every day and every timetabled session, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of each session of each school day. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.45am and ends at 3.15pm.

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

The register for the first session will be taken at 8.45am and will be kept open until 9.00am. The register for the second session will be taken at 1.00pm and will be kept open until 1.05pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am, through the school office.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are genuine concerns about the reason given for absence, or where absence is repeated or prolonged, the school may ask parents to provide appropriate evidence. This could include an appointment card, prescription or other relevant information. We will not routinely request medical evidence and will not do so 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.

Where a pattern of absence is at risk of becoming, or becomes, problematic schools should draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, schools should 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. Where necessary, the school will seek NHS guidance and advise parents where possible.

In the first instance, all schools are expected to:

- Support pupils and parents by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, all partners should work together to support pupils and parents to access any support they may need voluntarily. As a minimum, this should include meeting with pupils at risk of persistent or severe absence and their parents to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with pupils and families.

Where absence intensifies, so should the support provided, which will require the school to work in tandem with the local authority and other relevant partners:

- If the needs and barriers are individual to the pupil this may include provision of mentoring, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
- Where engagement in support is proving challenging, schools should hold more formal conversations with the parents (and pupil where they are old enough to

4.3 Planned absence

Attending a medical or dental appointment will normally be authorised where the pupil's parent has notified the school in advance. The school may ask to see appropriate evidence of the appointment where necessary.

Leave of absence request forms are available from the office or from the school website. These must be returned to the office before the date of the request and should be accompanied by letters / notifications of appointments wherever possible.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorize.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Should the school feel that there are ongoing punctuality issues, they will request a meeting with parents/carers to discuss their concerns, communicate expectations and implement support.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police or other agencies who may need to support the pupil or family.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, has not been successful or has not been engaged with, the school may formalise support and/or refer the case to Nottinghamshire County Council for consideration of legal intervention (see section 5.2). A home visit may also be undertaken where appropriate, including where there are safeguarding or welfare concerns.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels by sending out a letter every half term.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as rare, unavoidable, significant and short.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request as well as the history of absence and current attendance rate.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or school website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

St. Luke's takes a support-first approach to attendance. Where voluntary support is not appropriate, has not worked or has not been engaged with, the school will consider formal support and legal intervention in line with statutory guidance and Nottinghamshire County Council's Local Code of Conduct. Decisions will be made on an individual, case-by-case basis.

Penalty notices

Penalty notices may be issued by an authorised officer for unauthorised absence by a pupil of compulsory school age. At St. Luke's, cases will normally be referred to Nottinghamshire County Council, which primarily issues penalty notices on behalf of schools in the county.

Any referral or issue of a penalty notice will comply with the national framework and Nottinghamshire County Council's Local Code of Conduct.

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

- Whether the national threshold for considering a penalty notice has been met: 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The 10 school weeks may span different terms or school years and may comprise a combination of relevant unauthorised absence codes.
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

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

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

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

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

For a penalty notice relating to a pupil being present in a public place during the first five school days of a suspension or permanent exclusion, the fine is £60 if paid within 21 days, rising to £120 if paid within 28 days, in line with Nottinghamshire's Local Code of Conduct.

Notices to improve

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

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

They will include:

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

6. Strategies for promoting attendance

Regular attendance is an important part of enabling every child to 'Work Together. Grow Together. FLOURISH Together.' We promote attendance positively through our relationships with pupils and families, regular communication, celebration and recognition, while taking care not to disadvantage or stigmatise pupils whose attendance is affected by illness, disability, SEND or other circumstances outside their control.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Attendance is also a safeguarding matter. Where absence is unexplained, repeated or gives rise to concern, the school will consider the pupil's wider circumstances and follow safeguarding and Children Missing Education procedures where appropriate.

The school will –

- Make regular contact with parents / carers to support them and the pupil
- Work with the SENDCo and other relevant staff in school to support the pupil
- Make home visits where appropriate
- Write letters to parents
- Speak to the young person when they next attend
- Provide guidance about illnesses that do not require a child to be absent or have time limits

- Monitor pupils that are regularly late and work with parents to identify possible barriers
- Monitor attendance for patterns, alert parents to this and identify possible barriers
- Consider if there are unmet learning needs, address this through the SEND graduated response
- Take into consideration EAL for the pupil and family
- Take into consideration cultural understanding for the pupil and wider family
- Hold in school meetings with parents
- Make reasonable adjustments where this is appropriate
- Maintain attendance data
- Make referrals to other agencies including: Notts Help Yourself, Nottinghamshire Pathway to Provision, Health Related Education Team, The Education Psychology Service, Anxiety Related Non-Attendance

7.2 Pupils absent due to mental or physical ill health or SEND

St. Luke's is an inclusive school and recognises that absence may be a symptom of wider barriers rather than a simple attendance issue. We work closely with pupils and families to understand the reasons for absence and to put proportionate support in place. This may include support from the SENDCo, Inclusion Lead, ELSA provision, Healthy Families, Early Help, counselling or other relevant health, education and family services. Where appropriate, reasonable adjustments will be considered for disabled pupils and pupils with SEND. The SENDCo and Senior Attendance Champion work together so that attendance concerns linked to additional needs are identified early and addressed through the graduated response. Where a pupil has an EHC plan and attendance falls, or barriers relate to the pupil's needs, the school will work with the local authority as required.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

At St. Luke's C of E Primary school, we work hard to re-build relationships with pupils and families who are returning to school after a lengthy or unavoidable period of absence. A reintegration meeting with the pupil and their family will help to identify any potential barriers to learning and a bespoke plan will be put in place where appropriate.

8. Attendance monitoring

Attendance and punctuality monitoring is undertaken daily, weekly, half termly, termly and annually.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be 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.

The school will benchmark attendance data at whole-school, year-group and cohort level against local, regional and national information to identify areas for improvement. Attendance information and analysis will be shared with the governing body.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance information to relevant staff to support discussions with pupils and families, and to school leaders and the governing body. This includes appropriate analysis for the SENDCo, Designated Safeguarding Lead and Pupil Premium/Inclusion Lead so that attendance is considered alongside other barriers and vulnerabilities.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- 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, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- School follows the Nottinghamshire guidelines including the procedures for meetings, letters and close monitoring.
- Where required, school will contact the Children Missing in Education (CME) lead at the local authority and follow procedures outlined by the CME policy.

9. Monitoring arrangements

This policy will be reviewed whenever relevant Department for Education or Nottinghamshire County Council guidance changes and, as a minimum, annually by the Senior Attendance Champion and Headteacher. At each review, the policy will be approved by the governing body.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: 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
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