



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Attendance Policy**

Version 5 September 2022

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY

Success Criteria:		
<p><b>Context/Aim:</b> Attendance benchmarks set for whole school and sub-groups by Head and Governors, and supported by EWS, are met or surpassed, with specific focus on: improved tracking, earlier intervention, strengthened school support systems for parents and students, reduced Persistent Absenteeism and increased motivational and/or rewards to model best practice and encourage a spirit of aspiration and ownership.</p>		
Monitoring Procedures:		
<p><b>By Whom:</b> Governors' Pastoral and Ethos Committee</p>	<p><b>When:</b> Termly</p>	<p><b>How:</b> Reports to the Pastoral and Ethos Committee</p>
Evaluation:		
<p><b>By Whom:</b> Head teacher and the Pastoral &amp; Ethos Governors Committee</p>	<p><b>When:</b> Annually</p>	<p><b>How:</b> SLT and the Pastoral and Ethos Committee to review Policy</p>

Revision History:			
Version	Approved and Ratified	Review Date	Additional Notes
5.0	September 2022	September 2023	Revised policy with DfE updated advice and guidance Sept 22
4.5	September 2021	September 2022	Update following policy changes
4.4	September 2020	September 2021	Re-write to reflect staffing update and COVID 19
4.3	September 2019	August 2020	Update following appointment of SL for attendance
4.2	April 2018	April 2019	
4.1	March 2017	March 2018	None
4.0	November 2015	November 2016	Re-Write
3.0	January 2014	November 2015	-
2.2	November 2012	November 2013	-
2.1	November 2011	November 2012	-
2.0	November 2010	November 2011	-

## Vision Statement:

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth, and justice. We want each pupil to be healthy in mind, body, and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.

We are committed to aspiring for excellence in all that we do for the sake of the Gospel.

Head teacher

## Other SJCS Policies that relate to this Policy:

Behaviour Policy

Safeguarding Policy

Child Protection Policy

## Key Personnel:

<b>Head teacher</b>	Mrs R. Ridley <i>The Head teacher is the only person who can authorise leave in exceptional circumstances</i>
<b>Deputy Head Teacher (Pastoral)</b>	Mr A. Bazen
<b>Senior Leadership Team (SLT) Link(s)</b>	Mr O. Ford (Attendance) / Mr C. Bartel (Behaviour)
<b>Attendance Officer</b>	Mrs E. Oakley

## 1. Aims

*"If schooling is to be effective, regular attendance is a prerequisite, hence securing it must be a high priority for all. A school's rate of attendance can be regarded as a significant indicator of its effective performance, hence the vigilance with which attendance is monitored and the effectiveness with which absences are followed up can have far reaching consequences. Consequently, it is the extent of the rate of unauthorised absences which indicates how well a school is doing and what scope exists for improvement."* (DES 1989)

At St Joseph's we believe that education is the basis that underpins a positive successful adult life. The aim of this policy is to encourage pupils to attend school every day (190 days per academic year) and therefore to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and there is clear evidence that shows strong links between excellent school attendance and excellent GCSE results.

St Joseph's believes that parents and teachers are in partnership working together for the good of the students. Therefore, our expectations are high regarding attendance and punctuality. Poor attendance affects a student's learning and poor punctuality affects the whole class learning. Ongoing low attendance is a factor often linked to low levels of academic success and therefore it is important to deal with this as soon as possible. The Government reiterate that regular school attendance is essential and that students without good reason for absence may present a safeguarding concern; they may become victims of crime or abuse or may be drawn into criminal activities themselves or be subject inadvertently to neglect if low/non-attendance is not challenged.

At St Joseph's we believe that in challenging attendance and punctuality that falls below what is expected, and doing this at the earliest point possible, appropriate support can be made available. These expectations and interventions ensure that student chances of underperformance are minimised and the vital skills of self-discipline, responsibility and consequences for one's own actions and choices become habit forming, attributes that are essential for when learners enter the world of work.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

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

- 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The above will be overseen by the SJCS Pastoral & Ethos governing committee who receive regular feedback from the Pastoral Deputy Head and Senior Leaders with responsibility for attendance.

### 3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **3.3 (a) Pastoral Deputy Headteacher**

The Pastoral Deputy Headteacher is responsible for:

- Overseeing attendance processes and initiatives across the school
- Offering a clear vision for attendance improvement
- Liaising with designated senior leader responsible for attendance regarding attendance data
- Ratifying Attendance Policy with governing body

### **3.3 (b) The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Deliver a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Provide regular feedback for Pastoral Deputy Headteacher and school Governing Body
- Liaising with DSL, SENCO and Senior Leader responsible for Disadvantaged Learners regarding attendance of vulnerable groups.

The designated senior leader responsible for attendance is Mr O Ford. All attendance related queries should be directed to [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk).

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring attendance data (see section 7)
- Ensuring registers are completed accurately
- Contacting parents / guardians regarding non-attendance on a daily basis
- Providing regular attendance reports to Directors of Learning and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/senior leaders (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs E. Oakley and can be contacted via All attendance related queries should be directed to [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk)].

### **3.5 Directors of Learning (DOL)**

- Regularly liaise with the Attendance Officer regarding any potential attendance issues within their year group
- Monitor attendance data for their year group

- When a pattern of continued non-attendance is identified or brought to the attention of the DOL the parent must be notified and will be invited to discuss the situation at a meeting with the DOL
- Oversee intervention for poor attenders within their year group and track progress of this intervention
- Oversee recognition and rewarding of outstanding attendance within their year group

### 3.6 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the start of each session.

### 3.7 School admin/office staff

School admin/office staff will:

- Monitor calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and pupils to the appropriate member of staff in order to provide them with more detailed support on attendance
- Be responsible for the signing in and out of students arriving to / leaving the school site

### 3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every timetabled session on time
- Report their child's absence before 08:55 on the day of the absence and each subsequent day of absence), and advise when they are expected to return
  1. *The school must be notified **every day** the student is absent. You can do this by:*
    - a. *Our preferred method is by emailing [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk)*
    - or*
    - b. *phoning the school on 01722 335380*
  2. *For an absence of 5 or more days parents/carers must supply the college with a doctor's note, copy of prescription or a stamped medical appointment card to show your child has been to see a health professional.*
- 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
- Communicate appropriately with staff when

### 3.9 Pupils

Pupils are expected to:

- Attend every timetabled session on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:55 on each school day.

The register for the first session will be taken at 08:55 and will be kept open until 09:25. The register for the second session will be taken at 13:45 and closes at 14:15.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:55 or as soon as practically possible by:

1. The school must be notified **every day** the student is absent. You can do this by:
  - a. Our preferred method is by emailing [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk)**or**



- b. phoning the school on 01722 335380*
2. *For an absence of 5 or more days parents/carers must supply the college with a doctor's note, copy of prescription or a stamped medical appointment card to show your child has been to see a health professional.*

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

1. Send details of absence request to [attendance@sics.org.uk](mailto:attendance@sics.org.uk)
2. Attach any necessary evidence (photos of documents are fine).
3. Student must report to reception to be signed out.

However, we encourage parents/carers 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/carer 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 authorise.

### **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

Students who arrive late to school and class sessions will receive a Behaviour Point for lateness and sit a 15-minute detention.

Students who present persistent punctuality issues will receive intervention initially from their Form Tutors, Directors of Learning and Attendance Officer. This intervention will alert parents / carers to the issue, identify possible causes and offer strategies to help improve punctuality.

## 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/carer 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 unauthorize the absence. If there is concern for the safety of the child, the school may contact relevant outside agencies i.e. police / Multi Agency Safeguarding Hub (MASH) for guidance.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via the Progress Reports which are sent home periodically during the school year.

We encourage all parents to download and register for the School Gateway app which will allow them to monitor their child's attendance on a daily basis.

Where attendance concerns arise the following systems of intervention will be used:

### ***First Day Challenge Protocol***

The Gov.uk Website > School Attendance: Guidance for Schools states that schools should:

- carry out **robust first-day calling procedures** including priority routine for looked after children and vulnerable children, including those with a social worker or an EHCP
- work with families and the community **to identify which methods of communication work best, recognise potential barriers** in hard to reach families and find methods that work and are understood

The SJCS first Day Challenge policy, goes beyond both that required in Government legislation and its "Best Practice" strategy recommendations. It offers a clear, focused and robust first-day calling procedures, and identifies and puts in place methods of communication which both recognise and overcome potential barriers relating to "hard to reach" families and ensures the safeguarding of all pupils.

Following the taking of AM registers by form tutors, any student who is absent without contact from a parent will be contacted via text message asking for communication as to reason for absence. Any parent who fails to respond to this will receive a phone call from the school to follow up.

## ***Vulnerable pupils***

To ensure the safeguarding of all pupils in our care a report is circulated internally each day by 10am notifying SENCO, Senior Leaders and the Safeguarding Team of the attendance of all vulnerable pupils and any reasons for their non-attendance so that follow up calls be made by the best placed person for that specific student.

## ***Planned Attendance Interventions***

- **Stage 1)** When a student has missed 3 schooling sessions they will be sent a letter via SchoolsComm by the Attendance Officer to notify them of this.
- **Stage 2)** If a student continues to accrue absences then their assigned form tutor will conduct a welfare check via a phone call home to discuss any potential barriers to attending school.
- **Stage 3)** If a student becomes or approaches the persistent absentee threshold then parents will be contacted by the Director of Learning or Attendance Officer to discuss the school's concerns. At this stage parents may be required to attend a school attendance meeting.
- **Stage 4)** If a student presents significant attendance concerns then a member of the Pastoral Senior Leadership team will contact parents to discuss the school's concerns. At this stage parents may be required to attend a school attendance meeting.

## ***School Attendance Meetings***

A school attendance meeting is a minuted meeting called specifically to address concerns regarding a student's attendance. At this meeting actions will put in place for the school, parents and student. A review period will be agreed (minimum of 2 weeks) before a review is held. At the time of the review, if the student's attendance has not improved the school may refer the case the Wiltshire Educational Welfare for additional support.

## ***Local Authority Attendance Meetings***

In the event that a student is referred to educational welfare – an appropriate member of staff (Attendance Officer, Director of Learning, Senior Leader etc.) will attend Local Authority Attendance Meetings with the parents and the assigned Educational Welfare Officer.

# **5. Authorised and unauthorised absence**

## **5.1 Approval for term-time absence**

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

Examples of any exceptional circumstances where leave **may** be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the governing body prior to any authorisation being given to the parent.

Evidence would be required in each case.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted to [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk) as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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 parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Please note, absence may be unauthorized when the Attendance Officer does not accept there is a genuine reason for absence even if it has been supported by a note from the parent and/or a pupil's attendance has fallen to or below 90% and is not supported by documentary, medical proof.

If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent must be informed immediately. Examples are:

- Known truancy
- Absent with no communication from parent (regardless of reason)
- Working (this is reported to the Headteacher and DSL)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Headteacher and the D/DSL)
- Errands for parents (e.g. shopping, dropping off younger siblings to primary school – this is reported to the Headteacher and the D/DSL)).
- Persistent absenteeism without documentary medical proof.

For further information regarding unauthorised absence please visit <https://sjcs.org.uk/attendance/> or contact [attendance@sjcs.org.uk](mailto:attendance@sjcs.org.uk).

## 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the school. St Joseph's is committed to rewarding those students who maintain outstanding attendance. These rewards include, but are not limited to:

- A live weekly MSTEAMS broadcast every Friday at the end of the day, whereby students are entered into raffles to win prizes (such as Amazon vouchers) for 100% attendance over a set period.

- Qualification for rewards (such as cinema experiences or trips to theme parks) for those students who show improvement in their attendance over a set period of time or sustain outstanding attendance across the school year.
- Celebration of outstanding attendance in school assemblies.

## 7. Attendance monitoring

St Joseph's has a robust internal monitoring system for attendance that is shared with all staff on a daily basis. This system highlights patterns in attendance for individual pupils, form groups and year groups over short and long periods and highlights both when a student is due for intervention and what intervention has already taken place.

Additional daily monitoring is in place for particularly vulnerable pupils – those who are / have been open to social care and those in receipt of an EHCP.

The school also uses the FFT Aspire tracking system to allow for contextual analysis of SJS attendance data against both regional and national attendance patterns.

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data daily, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to relevant staff and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every school year by Mr O. Ford (Senior Leader responsible for Attendance). At every review, the policy will be approved by the full governing board.

## 9. 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness



<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day