



Grays Convent

HIGH SCHOOL

Attendance & Punctuality Policy

This Policy was adopted by the Governing Body Spring 2023

This Policy will be reviewed Spring 2025

Designated Senior Leader for Attendance

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Other staff with responsibility for attendance

Mrs P Johnson – Headteacher

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Mrs C. Smith – Attendance Officer.

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Mission Statement

At Grays Convent we recognise the value of each individual as a gift from God to the world. We are a Catholic school founded by the La Sainte Union Sisters and our ethos is one of unity, prayer, worship, service and work. We strive to follow the example of the Sacred Hearts of Jesus and Mary by enabling learning to take place in a caring and accepting community. We are blessed by Jesus the Good Shepherd, try to follow him in everything that we do, and in doing so make the most of our God given talents. We are one with God.

Introduction:

“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. 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 Grays Convent it has long been a tradition that parents and teachers work in partnership together for the good of the students, our expectations are therefore high regarding attendance and punctuality. ***Absence from school is recognised as a safeguarding issue as it places children at risk and, in some cases, can result in students being drawn into anti-social or criminal behaviour.***

Purpose:

This policy is a statement of how Grays Convent will fulfil the legal responsibilities with regard to attendance and punctuality.

Grays Convent recognises that attendance and punctuality are a matter for the whole school community. As set out in this policy we will work with families to identify reasons for poor attendance and punctuality and try to resolve any difficulties.

Aims:

At Grays Convent we believe that regular school attendance and punctuality is the key to enabling children to maximise the educational opportunities available to them and to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to society.

At Grays Convent we are committed to working in partnerships with parents/carers and students to maintain and further increase attendance rates and punctuality and use a range of rewards and sanctions to achieve this.

School Attendance & 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 needs they may have. It is the legal responsibility of every parent to ensure that their child receives that education either by attendance at school or by education otherwise than at school, (Section 7, Education Act 1996).

Where parents register their child at a school, they have an additional legal duty to ensure that their child attends regularly and punctually. **This means that 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 by the school.**

Under the Education (Pupil Registration) Regulations 2006, **only the school** (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence will be recorded as unauthorised.

If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which will be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and extended leave shall not be granted unless an application had been made in advance and the Head teacher considers that leave of absence should be granted due to exceptional circumstances. Exceptional circumstances mean.

Head teachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). The amendments also made clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Headteachers should determine the number of school days the child may be away from school if the leave is granted. Whilst the Head teacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised holiday and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, in accordance with the Essex Code of Conduct (£60 per parent, per child), where there have been 10 sessions or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carer in the Magistrates Court.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

In May 2022 the Department for Education (DfE) produced guidance for maintained schools, academies, independent schools, and local authorities entitled 'Working together to improve school attendance'. Our attendance policy reflects the key principles of that guidance.

‘Working together to improve school attendance’ states
 ‘Improving attendance is everyone’s business. The barriers to accessing education are wide and complex both within and beyond the school gates and often specific to individual pupils & families’.

EVERY SCHOOL DAY COUNTS: The effect of absence on progress

A whole year has 365 days; a school year has 190 days. That leaves 175 days to spend on family time, visits, holidays, shopping & other appointments.						
↓	190 school days in each year	10 days absence	16 days absence	20 days absence	30 days absence	40 days absence
	190 days of education	180 days of education	174 days of education	170 days of education	160 days of education	150 days
	100%	95%	92%	90%	85%	80%
	GOOD Best chance of successful learning		WORRYING Less chance of successful learning		PERSISTENT ABSENCE Serious concerns Limited chance of successful learning	

Learning

Any absence that a child has from school affects them as their learning becomes disrupted and social interactions can also be affected. Regular absences will have a serious effect on their academic progress and can affect a child’s confidence and emotional well-being within school. Ensuring your daughter attends school regularly is your legal responsibility and allowing absence from school without good reason is an offence which may result in prosecution.

A few days a week /month can quickly build up:

365 days in a year	Attendance 190 school days in total (38 weeks)	Absence
100% attendance	190 days	0
96% attendance	181 days	1 week & 4 days absence
90% attendance	171 days	4 weeks absence
85% attendance	161 days	6 weeks absence
80% attendance	152 days	Absence equal to the first school half term (Sept – October)
75% attendance & below	143 days or less	9 + weeks absence

Attendance & Safeguarding

Safeguarding the interests of each child is everyone’s responsibility. Your daughter may be at risk if she is frequently absent. Therefore, failing to attend school will be considered a safeguarding matter.

Absence Procedures

Parents/Carers have a legal responsibility under Section 7 of the Education Act 1996 for ensuring their daughters attend school regularly and on time.

Parent's responsibilities are:

- To have your daughter in school by **8.25am**.
- **To report all absences before 8.30am** on the first day of your daughter's absence due to illness via Studybugs either via the free Studybugs app, or by registering on the Studybugs website (<https://studybugs.com/about/parents>)
- **PLEASE NOTE: Studybugs should only be used to tell us when your daughter's ill and unable to attend school.**
- In the event that you are unable to use Studybugs, you must supply a verbal or written (email) notification, giving details of the reason for absence, to the Attendance Officer. This will be recorded on your daughter's electronic record. This can be done by telephone on **01375 376173** (The absence line is automated and available 24 hours a day) or e-mail beckc@graysconvent.thurrock.sch stating your daughter's full name, year group and an explanation for her absence.
- To update us every 2 days if your daughter is seriously unwell.
- To work with the school and other agencies to improve punctuality & attendance.
- To avoid medical and dental appointments during the school day but to provide an appointment card or letter when it is unavoidable.

If you know your daughter is going to be absent:

- Let us know in advance by contacting the Attendance Officer (usually for medical appointments etc)

OR

- make an application for leave in writing on the school's '**Leave of Absence Form**', giving the reason for the request at least two weeks prior to the event.
- If you have not informed the school of an absence – please ensure that you reply to the text / voice message sent on each day of un-reported absence (please ensure we have up-to-date mobile phone information in order to receive this message). This is our way of ensuring your daughter is safe and that her whereabouts is known.

If your daughter is absent from school we will

- Send a Sims in Touch message and then telephone on the first day of absence if we have not heard from you.
- Attempt to contact any other persons listed as a contact if we are unable to contact a parent / carer.
- If we are still unable to contact any of the contacts listed, we will carry out a home visit. If there is nobody at home and we have a potential safeguarding concern we will call the police. If after three days of absence we have not been able to make contact we will seek advice from the Multi Agency Safeguarding Hub (MASH) and may also report this to the police as a safeguarding concern.
- Apply the escalation stages once your child meets the stage criteria attendance will be

monitored regularly and the attendance team every 4 weeks to monitor attendance. As a result, letters / stage escalation will occur when needed and the threshold met. (please note – earlier intervention or swifter escalation may be applied depending on a case by case knowledge.

Please note – any unauthorised absence due to holiday / leave of absence may automatically put your daughter into the below 96% attendance / persistent absence category – the school will still apply absence procedures if this is the case and may (in the case of term time holiday) automatically issue a penalty notice.

Escalation Process

When preparing this escalation process we have considered the new DfE guidance for maintained Schools, Academies, Independent Schools and Local Authorities: [Working Together to Improve School Attendance, May 2022](#).

As a school we will “*Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This will look at individual pupils, cohorts and groups (including their punctuality) across the school to help schools achieve their responsibilities under the Public Sector Equality Duty.*”

With this in mind, our attendance management processes will begin when attendance falls below 96%. The process below is not rigid and is intended to offer a guide on what steps could be taken for us to work with families to improve attendance before consideration is given to referring to the local authority for statutory action. Where appropriate, additional steps will be taken to work with pupils in school to identify the barriers to attendance and to offer support. We will allow a period of time between each stage for the intervention to be effective.

Stage 1

Attendance drops below 96% - letter to Parent/Carer informing of below 96% attendance – opportunity to discuss barriers to attendance with Attendance Officer.

Approx. 3 week monitoring period and review

Stage 2

No improvement of further drop in attendance – Attendance Officer letter to Parents/Carers and in school attendance meeting to be held with Attendance Officer/Head of Year/Pastoral Manager. Barriers to attendance discussion and CAF (common assessment framework) discussed as way to secure further support.

Any further medical/illness absences will require medical evidence (if no – then unauthorised)

If Parents/Carers do not attend meeting or fail to engage then meeting will still be held – absence recorded on the minutes

Action plan agreed and review meeting arranged. Parents/Carers given copy of action plan.

Approx 4 week monitoring and review

Stage 3

No improvement or drop in attendance – Designated Senior Leader for Attendance send letter to parents

In school meeting with Designated Senior Leader for Attendance/Attendance Officer/Head of Year. Formal warning of the risk of statutory action given at this meeting. Parenting contract drawn up and shared. Parents/Carers to sign and given a copy including date for review meeting.

Approx 6 week monitoring and review

If no improvement or parenting contract breached – statutory action considered – application for a penalty notice or referral made for prosecution – letter sent

Stage 4

Designated Senior Leader for Attendance makes referral to Local Authority for **Penalty Notice or Prosecution with evidence from actions at stage1 – 3 submitted for assessment**

School Attendance Support Team (Thurrock Local Authority) (Stage 4)

Thurrock School Attendance Support Team (SAST) are a team of experienced and highly professional officers providing the highest quality service to families, schools and other agencies in respect of school attendance matters. SAST supports schools and academies in the promotion of positive attendance and provide a service where school attendance levels are a concern in line with the Education Act 1996.

Regular and punctual attendance at school is a legal requirement (Section 7 of the Education Act 1996) for pupils and is essential if pupils are to maximise the opportunities available to them. It is a parent's responsibility to ensure that their child attends regularly.

A child is of compulsory school age from the start of the term after their 5th birthday up until the last Friday of June in year 11.

An offence occurs:

- If a parent fails to ensure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school; or
- An excluded child is found in a public place, without reasonable justification, during the first 5 school days of a formal exclusion from school.

Section 576 of the Education Act 1996 defines "parent" as "all-natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child means that person with whom the child lives and who looks after a child irrespective of what their relationship is with that child, is considered to be a parent in education law."

A Penalty Notice is an alternative to prosecution and offers parents the opportunity to discharge their responsibility for the period of non-attendance by payment of a penalty rather than by prosecution through the Criminal Court. The use of a Penalty Notice should be considered at the earliest opportunity; if it is believed it will address the non-attendance before it becomes entrenched.

Penalty Notices

Grays Convent High School has adopted Thurrock's Penalty Notice Code of Conduct for Unauthorised absence from school as part of our attendance policy.

Circumstances in which a Penalty Notice may be issued:

Irregular attendance

Penalty notices can only be issued in respect of unauthorised absence when the following criteria are met.

The Education (Pupil registration) (England) Regulations 2006 were amended in 2013 so that references to family holiday, including reference to Headteachers / Chair of Governors allowing up to 10 school days for a term time holiday and extended leave were removed. The amendments make it clear that Headteachers / Chair of Governors may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers / Chair of Governors should determine the number of school days the child may be away from school if the leave is granted.

Please note that even in exceptional circumstances leave of absence will not normally be granted if:

- A child's attendance is below 96% for the current academic year
- The period of absence coincides with the start of term or is near to or coincides with tests or exams or other significant events in the school calendar.

Penalty notices can only be issued in respect of unauthorised absence and must meet the following criteria;

- If a Headteacher / Chair of Governors does not authorise a request from a parent for term-time leave of absence and the parent takes the leave.
- **There must be at least 10 consecutive sessions of unauthorised term time leave.**
- **Exclusions:** Where a pupil of compulsory school age who has been suspended from school, either for a fixed period or permanently is found to be present in a public place during school hours in the first five days of suspension without reasonable justification.

Leave of Absence

- In line with regulations (as above), term-time holiday cannot be authorised. Failure to do so will result in the absence being marked with the unauthorised holiday code 'G'.
- If parents intend to take their daughter out of school at any time, especially to extend an existing school break with a holiday, they must inform the school prior to the period of the absence. This should be done via the completion of a Student Leave of Absence form. Whilst the school cannot authorise any student absence for holiday, it is imperative that we know the whereabouts of missing students, as this could lead to a serious safeguarding issue.
- Requests for leave of absence must be made in writing to the Headteacher at least four weeks before the date requested (including absence requests for religious holidays)
- If the absence is not authorised and the holiday taken, the Absence Procedure will be followed as necessary. If a leave of absence is taken staff will not set extra work for pupils to complete during their absence or on their return.
- **A leave of absence will not be authorised retrospectively**
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Unauthorised absence is shown on reports and ultimately school references. Unauthorised absence of ten or more school sessions in a half term can lead to the issuing of a penalty notice. The fine for unauthorised absence currently stands at £60 per parent per child

Late procedures: punctuality & attendance

- The gates to the school will be locked at 8:30am; any student arriving after this time is recorded as late and will incur a 10-minute break time detention from the member of staff on duty.
- Any student arriving after 9.00am will be allocated a one hour after school detention and recorded as absent (unauthorised) unless contact is received from a parent, prior authorisation for absence has been given or details and evidence of a medical appointment has been received. Students arriving late must enter through the main entrance.
- First day contact is made by the Attendance Officer when a student has not arrived at school by 9am. Parents will be sent a text to confirm their daughter's whereabouts. If no response is made within an hour a phone call will be made to all available numbers to try to establish the student's whereabouts.
- If no reason for absence can be established a home visit may be instigated or a referral to the School Attendance Support team for a Child Missing Education.
- Students who arrive late to school and / or lessons 3 or more times in a 2-week period will be issued with a one hour after school detention.

Sanctions for attendance and punctuality

- Any student who truants from school will be asked to make up any learning time lost from lessons; this may mean detentions set by each subject missed or time in the inclusion room including a loss of social time.

Understanding types of absence:

Authorised Absence

This is when the school accepts that there is a genuine reason for absence which has been supported by a note from the parent. Examples might include:

- Hospital or Orthodontist appointment (evidence required). Whole days off for appointments will not be authorised if it is possible to attend school before and / or after the appointment time.
- College/Connexions/Employment Interview (evidence required).
- Funeral (1 day only).
- Reported Illness of less than 4 days (unless medical evidence has been requested).*
- Illness (including of 5 or more days WITH medical evidence).
- Emergency Doctor or Dental appointments (evidence required) *Routine appointments should be made outside of school hours.
- Dual registration
- Approved educational off-site activities.
- Representation in sport or other areas.
- Public performances (licences must be obtained from the Local Authority).
- Illness is authorised at the discretion of the school.

Unauthorised Absence

As a school we must record absence as unauthorised when there is no satisfactory reason for absence provided or when the school does not accept there is a genuine reason for absence - even if it has been supported by a note from the parent.

If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent will be informed. Examples of unauthorised absence include:

- Requests for Leave of Absence NOT approved by school;
- Absence NOT reported on the day or supported by written explanation upon return to school;
- Absence of 5 or more school days WITHOUT medical evidence (this is also true of cases where there is an ongoing medical condition with evidence already provided) & also with students who are on stage 2 of our attendance procedures). If evidence is not received after one week, the period of absence will not be authorised.
- Students who are on stage 2 of our attendance procedures & are required to provide medical evidence - if evidence is not received after one week, the period of absence will not be authorised.
- Absences which have been parentally condoned (for example for the reason of illness) if the school believes that the information given has not been truthfully presented or where the school does not agree there is a satisfactory reason for absence;
- Routine Doctor/Dental appointments;
- Arriving late after registers have closed at 9am;
- Truancy (both internal & external) with or without the knowledge of the parent;
- Working;
- Time off for birthdays, family celebrations;
- Looking after siblings;
- Errands for parents (e.g. shopping);
- During disputes, such as relating to the return of a pupil after an exclusion.

All other unexplained absence is recorded as unauthorised unless a satisfactory explanation is subsequently provided. The school reserves the right to implement Penalty Notices if unauthorised absences are taken.

<p>As a school we reference <i>Guidance on Infection Control in Schools and Other Childcare Settings</i> from Public Health England to manage absences and determine authorisation.</p>
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Persistent Absenteeism (PA) or Severe Absenteeism (SA).

A pupil is classed as a 'persistent absentee' (PA) when they miss 10% or more or as 'severe absentee' (SA) when they miss 50% or more of schooling across the school year for any reason including both authorised & unauthorised absences. Please refer to the escalation process on page 6.

At the end of the academic year anything over 19 days of absence will result in your daughter being labelled as a persistent absentee. Both PA & SA pupils are tracked & monitored carefully in terms of both attendance & academic progress and PA cases will be discussed with the School Attendance Support Team (SAST).

Engaging & Informing Parents

The school will use standard letters for information. Standards letters will be sent out when:

- Stage 1 – Attendance has fallen to 96% or below
- Stage 2 – Attendance has not improved since Stage 1 letter sent. Meeting arranged with parents and attendance officer / Pastoral Manager / HOY (this will include an action plan being created target setting & the completion of a CAF)

Reintegration procedures (following a period of absence)

- Students who have been absent for any length of time will be reintegrated after liaising with the Head of Year/ Key Stage or Assistant Head teacher.
- Friendship groups will be set-up to support students who are returning and students may attend a short period in 'The Learning Support Unit' if this is deemed to be appropriate.
- Students are then monitored by their Teaching Staff. – through email with the HOY or via the student being placed on an 'information' report.
- Where appropriate, weekly meetings between students and Form Tutors may take place until pupils no longer need support.

Authorising Absence

- Only the Designated Senior leaders for Attendance can record an absence as unauthorised. If an absence is recorded as unauthorised after a note or reason for absence has been received the parents will be informed of the reason
- The Head of Year may decide that if a student is unwell she may need to go home. Students will only be allowed home if parents give permission and there is an adult to receive the student at home. If the school agree to the student going home this will be recorded as an authorised absence. However, if the school is concerned that the student should not be going home (perhaps owing to previous absences / their attendance record) then the absence may be recorded as unauthorised.
- The Head of Year, together with the Designated Senior leaders for Attendance , might also consider referring the student to other agencies both statutory and voluntary to ask for support.

Those responsible for attendance matters at Grays Convent

The form Tutor who will:

- take the register each morning at 8.30am & record lates where appropriate;
- collect any written evidence to support authorisation of absence (e.g. written notes)
- investigate cases of unexplained absence from registration or lessons, contacting parents as agreed with Head of Year;
- monitor attendance rates and punctuality of individuals in the form group, notifying the Head of Year of any students causing concern;

The Head of Year/Key Stage will:

- oversee overall year group attendance and punctuality;
- identify poor attenders (below the target of 96%) and take remedial action, in consultation with the Attendance Officers & Designated Senior leader for Attendance and School Attendance Service Team (where appropriate);
- take-action regarding any truancy and/ or punctuality issues.
- monitor attendance reports weekly noting cases of unexplained absence. Where appropriate, liaise with the Attendance Officers who will follow up these absences by contacting parents. Letters will be sent to parents asking for reasons for absence and to, where necessary, arrange school attendance meetings (see escalation procedure on page 6).
- Identify students who are low attenders when they arrive at the school as a mid-year entry and monitor them regularly with the Pastoral Manager and Attendance Officers so that any re-current attendance problems can be addressed promptly

The Designated Senior Leaders for Attendance will:

- take responsibility for monitoring the overall levels of attendance in relation to local and national averages, and reviewing strategies for achieving good attendance. The Assistant Head teachers rely on the Head of Year's to liaise with the Attendance Officer regarding any students with attendance of concern
- discuss with Heads of Year any unexplained absence on a regular basis.
- identify during transition those students who are identified as low attenders at primary school before their arrival into Year 7. Tutor and Head of Year then monitor these students regularly and address any attendance problems promptly.
- deal with issues of inadequate registering and arrange appropriate training for staff.
- determine (in collaboration with the Headteacher and Head of Year) whether to authorise any proposed absences.
- Initiate, with appropriate staff, strategies to improve attendance;

The Attendance Officer will:

- initiate first day contact with parents & other contacts (if parents cannot be reached to establish a pupil's whereabouts)
- generate weekly attendance reports including those for vulnerable groups, such as those eligible for free school meals, any looked after children, those with SEN
- provide HOY/KS with a weekly breakdown of attendance percentages for those pupils in their year group / key stage.
- provide HOY/KS with a fortnightly breakdown of punctuality percentages for those pupils in their year group / key stage.

- liaise with HOY regarding any attendance concerns
- inform the Designated Senior leaders for Attendance of any immediate issues arising regarding attendance including registers not being taken or Children Missing Education.
- record on Sims any telephone calls from parents on the day of absence and the information passed on to the Form Tutor/Head of Year/ Designated Senior leaders for Attendance (where appropriate).
- undertake home visits if required (usually with a HOY, AHT or the Pastoral Manager) and follow up where contact cannot be made.
- follow local authority procedures for Children Missing Education where necessary.
- manage leave of absence forms linking these to Sims

Celebrating and Rewarding Good 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. Therefore, there will be a variety of rewards distributed and celebrated for good attendance and punctuality throughout the year.

Evaluation & Review

The school will review this policy every three years and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout the school community and shared with outside agencies and partners as required.

Summary

The school will endeavour to improve attendance by analysing data, speaking to students, applying sanctions where necessary and by contacting parents. Evidence will be compiled and referrals made to the Assistant Headteachers or the Education Welfare Service for poor attendance whilst good attendance and punctuality will be rewarded.

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
<i>Authorised absence</i>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

<i>Unauthorised absence</i>		
<i>G</i>	<i>Unauthorised holiday</i>	<i>Pupil is on a holiday that was not approved by the school</i>
<i>N</i>	<i>Reason not provided</i>	<i>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)</i>
<i>O</i>	<i>Unauthorised absence</i>	<i>School is not satisfied with reason for pupil's absence</i>
<i>U</i>	<i>Arrival after registration</i>	<i>Pupil arrived at school after the register closed</i>

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