

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive
School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
Attendance Policy

Approved by Governors: Autumn 2023

Shared with Full Governing Body: Autumn 2023

Next Review Date: Autumn 2024

Contents

1. Legislation and Guidance	3
2. Areas determined by the Governing Body	
2.1 Official registration period	3
3. Expectations of stakeholders	
3.1 Students	3
3.2 Parents/carers	4
3.3 Staff	4
4. Roles and responsibilities	
4.1 Staff Roles & Responsibilities	5
5. Recording Attendance	
5.1 Attendance register	8
5.2 Unplanned absence	8
5.3 Planned absence	8
5.4 Lateness and punctuality	9
5.5 Following up unexplained absences	9
5.6 Part-time timetables	10
5.7 Reporting to parents / carers	10
6. Authorised and unauthorised absence	
6.1 Request for absence in exceptional circumstances form	11
6.2 Legal sanctions	12
7. Strategies for promoting excellent attendance to school	
7.1 Rewards for good attendance	13
8. Attendance Monitoring	
8.1 Monitoring attendance	13
8.2 Analysing attendance	13
8.3 Using data to improve attendance	13
8.4 Reducing persistent and severe absence	14
9. Monitoring arrangements	14
10. Links with other policies	14
<u>Appendices</u>	
Appendix 1: Attendance visual	15
Appendix 2: Challenging and supporting staff to meet their responsibilities for the completion and accuracy of school registers	17
Appendix 3: Attendance codes	18

Attendance Policy

1. 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](#)

2. Areas Determined by the Governing Body

2.1 Official registration period

The governors of St. Cuthbert Mayne School have established the school day as starting at 8:40am. Students must arrive on site by 08:40am and be lined up on the yard by the 08:45am bell. It has been decided by the Governing Body that the morning registration period will run until 9:00am. The afternoon registration period is from 14:00pm to 14:05pm. The Sixth form official registration marks mirror the registration marks for the rest of the school as above.

In addition to the above, staff will complete an electronic lesson register in SIMS every period and this will be completed within the first 10 minutes of the lesson. If an electronic register is not accessible then a paper register should be taken (written by the teacher) and returned to the Attendance Administrator.

3. Expectations of Stakeholders

3.1 Students

Every student should aim to achieve 100% attendance.

Students are expected to attend school regularly; this means every day the school is open. Furthermore, they are expected to take responsibility for attending on time and being ready to learn with the appropriate equipment and in the correct uniform.

If students are absent from school, it is important that they return to school as soon as possible in order to minimise the disruption to their learning. We expect all students to talk to their teachers to find out what work has been missed. In addition, where students are unable to attend school for a prolonged period, the school will arrange for work to be completed at home. It is important that students take responsibility for completing work set under such arrangements.

St. Cuthbert Mayne celebrates success relating to good and improving attendance through Class Charts Praise Points, the Year Group Attendance Lotteries and the Fantastic 5 awards which are shared during year group Ready to Learn assemblies.

3.2 Parents / Carers

At St. Cuthbert Mayne School, we are extremely proactive in ensuring that all students have the opportunity to fulfil their potential. Subsequently, we expect all parents to support their child(ren) to attend school regularly and on time with the required uniform and equipment.

Parents are expected to support their child(ren) to access education at St. Cuthbert Mayne School and are required to notify the school **each and every day** that their child is unable to attend school. Parents are expected to call the school absence line (**01803 317901**), leaving the child's name, the name of the parents and the reason for their child being absent from school.

If parents are concerned about an issue that might be impacting on their child's attendance, they are expected to phone the school and leave a message for the Attendance Administrator who will alert the correct member of staff for purposes of timely support to be offered and applied.

Education legislation defines a parent as a natural parent as well as any adult who has day to day care and control of a young person. This does include step parents and or other adults with whom the child lives.

Parents have a vital role in supporting the school in achieving the very best outcomes for their child. We ask that any absence from school is for unavoidable reasons only and that these reasons are made known to the school. We expect parents to avoid making non-urgent medical/dental appointments during the school day. Where unavoidable medical/dental appointments are made during school hours, students are expected to attend school before the appointment and return after the appointment.

Parents of students who acquire an unacceptable number of unauthorised absences must be referred to the Local Authority for consideration of legal interventions.

3.3 Staff

All members of staff at St Cuthbert Mayne are expected to undertake their role with a view to supporting students to maximise their attendance. They have a duty to solve, support or report any issue that they feel may be impinging on the student's ability to do this. We require staff to make clear links between attendance and safeguarding, which is everyone's responsibility

4. Staff roles and responsibilities

4.1 Governors

The Governing body is responsible for:

- Promote the importance of school attendance across the school's policies and ethos
- Make sure school leaders fulfil expectations and statutory duties
- Regular review and challenge of attendance data
- Monitor and be aware of the attendance figures for the whole school
- Make sure staff receive adequate training on attendance
- Hold the headteacher and Assistant Headteacher with responsibility for Attendance, to account for the implementation of this policy

Link Governor: Mr J. Williams

4.2 The Headteacher

The Headteacher is responsible for:

- Provide challenge to the senior leader with responsibility for attendance to ensure that policy and practice is complied with, fit for purpose and delivering expected outcome
- Maintain an overview of attendance trends and patterns through receiving updates on a half termly basis from the senior leader with responsibility for attendance
- Monitor the attendance practices implemented at the school
- Monitor the impact of any implemented attendance strategies
- Issue fixed-penalty notices, where necessary
- Hold the Assistant Headteacher with responsibility for Attendance, to account for the implementation of this policy

The Headteacher: Mr J. Down

4.3 The designated Senior Leader with responsibility for Attendance

The designated senior leader is responsible for:

- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitor expectations and processes
- Monitor and analyse attendance data
- Devise specific strategies to address areas of poor attendance identified through data
- Agree actions which include meetings with parents to discuss attendance issues
- Broker targeted intervention and support to pupils and families
- Hold all staff to account for the implementation of this policy (See Appendix 1)

The designated senior leader with responsibility for attendance is Mr C. Horrocks who can be contacted via colin.horrocks@stcm.torbay.sch.uk

4.4 The Attendance Improvement Officer

The school Attendance Improvement officer is responsible for:

- To liaise with and establish positive working relationships with staff, parents, students and outside agencies in order to overcome barriers to excellent school attendance
- Communicate with, support and challenge parents as appropriate when there are attendance issues with their children
- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader with responsibility for attendance and the headteacher
- Work with the Head of Year to tackle persistent absence
- Advise the headteacher when to issue fixed-penalty notices

The Attendance Improvement Officer is Mrs T. Bennett who can be contacted via theresa.bennett@stcm.torbay.sch.uk

4.5 The Heads of Year & Director of Sixth Form

The Heads of Year and Director of Sixth Form are responsible for:

- Oversee effective strategies for raising attendance and punctuality in the year group and eliminate truancy
- Monitor the attendance of individual students and vulnerable group across the year group and take appropriate action to ensure improved attendance can be achieved
- Actively communicate with parents as appropriate to provide challenge and support when there are attendance / punctuality issues for their children
- Lead on celebrating and promoting excellent attendance through Ready to Learn Assemblies, the attendance lotteries, as well as, inter-form competitions
- Liaise with other staff incl. the SEN, Safeguarding and Behaviour teams with a determination to remove barriers for students to attend school regularly

4.6 Attendance Administrator

The school Attendance Administrator is responsible for:

- Maintain an accurate school register
- Management of the school absence line for students
- Ensure the attendance registers are complete within the first 10 minutes of the lesson and notify the School Attendance Improvement Officer and the senior leader with responsibility for Attendance where this is not the case
- Management of the signing in and out system
- Produce the daily fire lists
- Maintain positive relationships with parents and complete all first day calling when a student is absent but no reason has been provided

The attendance Administrator is Miss P. Coaker and can be contacted via the attendance absence line: 01803 317901

4.7 Curriculum Leader

Curriculum Leaders are responsible for:

- Ensure curriculum staff are supporting students who are returning from a period of absence to structure their catch-up
- Use SISRA as part of academic review meetings to identify vulnerable groups / individual students who require additional support / barrier to learning need to be removed
- Challenge and support curriculum staff who fail to complete attendance records on the third occasion within a term
- Ensure that all launched TLAC strategies are embedded in their curriculum area to ensure that returning students feel comfortable returning into a familiar environment

4.8 Classroom teacher

Classroom teachers' are responsible for:

- Offer a warm welcome into the classroom, at the start of every lesson
- Plan and prepare lessons that engage and challenge all students
- Accurately complete an attendance register in SIMS within the first 10 minutes of the start of the lesson. (Students should get a / mark if they are present at the time the register is taken; an L mark if they arrive after the register is taken. If an electronic register is not accessible, a teacher should request a paper copy or failing that, write the names of the students on a blank piece of paper and return it to the Attendance Administrator as soon as is possible)
- Actively support students when returning from absence and identify the missed learning and plan their catch-up
- Alert the attendance administrator by email if a student has suddenly become absent during the day

4.9 All members of staff

All members of staff are responsible for:

- Creating a safe and welcoming environment that supports the ethos of the school
- Promote the importance of excellent attendance to school
- Encourage students to make their way promptly to lessons

5. Recording Attendance

5.1 Attendance register

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

We have two attendance registration sessions during the school day, one at the start of the day and one in the afternoon.

It will mark whether every pupil is:

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

See appendix 2 for the DfE attendance codes

We will also record:

- Whether the absence is authorised or not (For pupils of compulsory school age)
- 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.

Students must arrive in school by 08:40am on each school day.

The register for the first session will be taken at 08:50am and will be kept open until 9am.

The register for the second session will be taken at 14:00h and will be kept open until 14:05h

5.2 Unplanned absence

The student's parent / carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school and leaving a message on the school's absence line: **01803 317901**.

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 or if a child has had multiple and sporadic illness, the school may ask the student's parent / carer to provide medical evidence, such as a letter from the Doctor, 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.

5.3 Planned absence

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

Parents are expected to notify the school via email or by calling into school using the attendance phone number: **01803 317901**. Parents are also expected to evidence the appointment by sharing / supplying an appointment card / confirmation.

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

The student'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 6.1 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A student who arrives late to school:

- Before the register has closed, will be marked as late, using the L code.
Students who arrive after 08:40am and before 9:20am will receive a 10 minute break time detention which will be sat on the same day
- After the register has closed, will be marked as absent, using the U code (Unauthorised absence).
Students who arrive after 9:20am will work in the Reflection room for the rest of the day

5.5 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 student's parent / carer on the morning of the first day of unexplained absence to ascertain the reason
- 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

If the Attendance Administrator is unable to make contact via the telephone, the following steps will be taken:

- The school will use all appropriate methods of making contact, other than the telephone, which include email, text message via SchoolComms, contact with a social worker (if appropriate) or conducting a home visit

Where families are being supported through social care:

- First day home visits will be conducted for families in social care once all methods of contact has been exhausted, as outlined above)

Where families are not being supported through social care:

- The attendance administrator will call the parent / carer on each day that the absence continues, without explanation, to ensure proper safeguarding action is taken where necessary

- Third day home visits will be completed if no contact has been made where the absence continues. If no contact can be made during the home visit, the Attendance Improvement Officer will inform the school's safeguarding team

If school staff are unable to make contact with the parent of an absent student, we may complete a Child Missing in Education (CME) referral which will be shared with the Local Authority.

If a student has a significant and on-going medical condition(s) then we ask parents to arrange for the appropriate medical professional to communicate with the school in order for any reasonable adjustments to be made.

5.6 Part-time timetables

There may be circumstances where the school will consider opting to consider a part-time timetable. This is an intervention which may be offered by the school and will be considered on an individual basis:

- As part of a planned reintegration to school, following an extended period out of school
- A student has a serious medical condition. These arrangements would be part of a medical plan, agreed between the school and health professionals
- This might be a short-term medical condition that prevents full time attendance for a time limited period
- Part of an in school support package, where all agencies involved agree that a short term reduced timetable would support a student where there are behavioural difficulties. This would be a closely monitored, reviewed and supportive intervention to address and manage the impact of significant challenging behaviour

All part-time timetables are to be no longer than six weeks in length and will be reviewed by the Local Authority. The Local Authority reserves the right to accept or decline a part-time timetable request.

5.7 Reporting to parents/carers

The school will regularly inform parents about their child's attendance record.

Attendance reporting will feature within the student progress checks. Progress checks are completed by staff and shared with parents on a termly basis.

Moreover, each student is provided with an Expert Learner score. The Expert Learner score is derived from a students' average attitude to learning score x their attendance figure. Each student is subsequently ranked from 1 - 200 (or as many students there are in their year group) and is given a coloured band. Students are provided with direction regarding how they can improve their band outcome.

6. Authorised and Unauthorised Absence

6.1 Approval for term-time absence

From 1st September 2013, Headteacher's will only grant a leave of absence to a student 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 student is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances.

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 as soon as it is anticipated and, where possible, at least a week before the absence, and in accordance with any leave of absence request form, accessible via the link below:

[St Cuthbert Mayne School ABSENCE REQUEST IN EXCEPTIONAL CIRCUMSTANCES FORM](#)

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 5.2 and 5.3 for more detail - please note that a absence request in exceptional circumstances form is not necessary in these instances, instead, an email or phone call into the attendance line will suffice)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student'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
- Family bereavement or where an immediate family member has entered end of life care

Absences from school that **will not be authorised**, include:

- Holidays in term time
- Birthdays
- Shopping
- Attending a music festival or concert
- Looking after family members
- Visiting relatives

The law does not grant parents / carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent / carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional

and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

6.2 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 a suspended / 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. When a decision is made to prosecute, a parent will be summoned to the Magistrates Court by the Local Authority if they do not pay it. Parents should note that each parent could receive an individual Penalty Notice for each child with unauthorised absences.

Parents should note that in normal circumstances, current practice is that only one penalty notice will be issued to a parent relating to the absence of a particular child within a two-year period. Should a further period of unauthorised absence be recorded, then the parent(s) will normally be summoned to appear at a Magistrates Court for an offence under either section 444(1) or section 444(1)(A) of the Education Act 1996. The maximum penalty for a 444(1) offence is £1000 per parent per child whilst the maximum penalty for the 444 (1) (A) is a fine of up to £2500 and or a term of imprisonment of up to three months.

7. Strategies for Promoting Excellent Attendance to School

7.1 Rewards for good attendance

At St. Cuthbert Mayne School, we actively look for ways to recognise students who have good attendance. 'Our Voice' Student Council members are involved in shaping the way we celebrate good attendance.

We celebrate good attendance in a variety of different ways. These include:

- Fantastic 5 student recognition
- Year Group Attendance Lotteries - Winners receive £5 gift cards and Class Charts Praise Point Bundles
- Attendance celebration postcards
- Attendance certificates
- Hot chocolate with the Headteacher
- Celebration of Achievement Evening

8. Attendance Monitoring

8.1 Monitoring Attendance

The school will:

- Monitor attendance and absence data on a fortnightly basis, half termly, termly and yearly across the school and at an individual student level
- Identify particular groups of students / individual students, whose absences may be a cause for concern

Student-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.

8.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- 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:

- Provide regular attendance reports to the Heads of Year and Form tutors, and other school leaders, to facilitate discussions with students 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

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send a structured escalated lettered system to inform parents of their child's falling attendance
- Complete attendance based phone calls to discuss and remove barriers to attendance
- Hold regular meetings with the parents of students 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 mirrored classroom learning for short and prolonged periods of absence due to exceptional circumstances (The school considers each application for term-time on an individual basis, taking into account the specific facts, circumstances and relevant context of the situation)
- Complete home visits to resolve challenges and encourage student(s) to return to school
- Provide access to wider support services to remove the barriers to attendance

9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, once per year, by Mr. C Horrocks (Assistant Headteacher). At every review, the policy will be approved by the full governing board.

10. Links with other Policies

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour and Relationship policy

Appendices

Appendix 1: Attendance Visual

Excellent Attendance	190 days in school	100% Attendance		Provides children with the best possible opportunity for success, achieve their potential and meet all their targets
	180 days in school	95% Attendance	10 days missed	
Persistence Absence	171 days in school	90% Attendance	19 days missed (almost four weeks of school missed)	Provides children will less chance to achieve their potential, meet their targets and make the most of their time at school
	161 days in school	85% Attendance	29 days missed (that's about half a term missed)	
	152 days in school	80% Attendance	38 days missed (that's 8 weeks of school missed)	Provides children with a reduced chance to achieve their potential, meet their targets and achieve in their examinations
	143 days in school	75% Attendance	47 days of absence (almost 10 weeks of school missed; approximately one quarter of the school year)	
Severe Absence	95 days in school	50% attendance	95 days of absence (this is the same as missing 3 half terms)	Provides children with a limited chance to achieve their potential

Appendix 2: Challenging and supporting staff to meet their responsibilities for the completion and accuracy of school registers

The Headteacher is responsible for ensuring that the school complies with section 434 of the Education Act 1996 and that an accurate attendance register is kept in accordance with the regulations. It is acknowledged that a staff member who contravenes or fails to comply with any requirement imposed on them by the regulations is guilty of an offence.

The school will robustly support and challenge staff who fail to complete an accurate attendance register.

N.B: Completion of registers: this includes the directive agreed by the Governing Body that registers will be completed within the first 10 minutes of every lesson.

Stage	Action
First instance of non-completion / inaccuracy	Alert sent by email from the Attendance Administrator The incident is logged and dated on the register tracker
Second instance of non-completion / inaccuracy	Alert sent by email from the Attendance Improvement Officer directly to the member of staff The incident is logged and dated on the register tracker
Third instance of non-completion / inaccuracy	Alert sent by email from the Attendance Improvement Officer to inform the Line Manager The Line Manager will complete a conversation with the member of staff JPD needs will be identified Conversation confirmation provided to Attendance Improvement Officer (by the Line Manager) with feedback provided Incident logged, feedback recorded (+ JPD plans agreed) and dated on the register tracker
Fourth instance of non-completion / inaccuracy	Meeting with the Attendance Lead. Staff member informed of legal requirements JPD needs will be identified and discussed in greater detail Incident logged, feedback recorded (+ JPD plans agreed) and dated on the register tracker
Fifth instance of non-completion / inaccuracy	Formal Meeting with the Headteacher Disciplinary action may be taken

Appendix 3: 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
Authorised absence		
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
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

