

Attendance Policy

~ version 7

October 2023



Excellent attendance and punctuality are important if children are to benefit from everything school has to offer.

We believe that regular attendance at school is vital for children to be successful.



www.teaguesbridgeprimary.org

Attendance and Punctuality Policy

Written on:	March 2016
Reviewed on:	11 th October 2023
Next Review:	October 2024
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

Introduction:

- At Teagues Bridge Primary School we expect children to attend school every day, as long as they are fit and healthy enough to do so.
- Excellent attendance and punctuality are important if children are to benefit from everything school has to offer. We believe that regular attendance at school is vital for children to be successful.
- School education lays the vital foundation of a child's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.
- Parents/Carers, it is your responsibility to ensure your child/children arrive at school and return home safely.

Aims:

Our attendance policy aims to:

- Support children and their Parents/Carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all children have full and equal access to the best education that we can offer in order to increase learning.
- Enable children to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of the legal responsibilities;
- Ensure attendance meets Government and Local Authority targets.
- Promote good attendance.

The school will:

- Ensure that all staff are aware of the registration procedures and receive in service training on registration regulations and education law.
- Complete registers accurately at the beginning of each morning and at the start of the afternoon session.
- Stress to parents/carers the importance of contacting staff early in the first day of absence.
- Reward good and improved attendance for all pupils (attendance is discussed each week during whole school awards assembly).
- Promote positive staff attitudes to pupils who come in late or who are returning after absence.
- Consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by senior leaders and the school governors.
- A specific attendance team meet half termly to scrutinise attendance and impact of interventions (Link governor for attendance to attend)
- Send regular newsletter to parents and pupils informing them of attendance rates and related issues, additionally update school website with any attendance related issues.
- Work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed.
- Have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members.
- Deploy attendance incentives for class attendance and individual. Awards to include best attendance and most improved attendance.

Roles and responsibilities:The Governing body:

The governing body are responsible for:

- Promoting the importance of school attendance across the school policies and ethos
- Making sure school leaders fulfil expectation 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 the policy

The Headteacher:

- Implement the attendance policy
- Monitor school absence data and report to governors
- Support staff with monitoring the attendance of groups of children and individual children.
- Monitor the impact of any implemented attendance strategies
- Issue fixed-penalty notices, where necessary.

The attendance champion/DSL and Inclusion mentor:

- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Evaluate and monitor expectations and processes
- Monitor attendance along with the headteacher
- Devise strategies to address persistent absence and severe absences
- Arrange calls and meetings with parents/carers to discuss attendance issues
- Support parents with attendance as part of the Early assessment process
- Deliver targeted intervention and support for children and families

The Attendance Officer:

- Monitoring and analysing data
- Provide regular attendance reports to school staff and report concerns about attendance to the Headteacher.
- Work with the school administrator to tackle persistent absences
- Advise the Headteacher when to issue fixed-penalty notices
- Make home visits when absence is not explained.
- Make well-being checks to the home when children have persistent absence or severe absence.
This is when the school have not seen the children, this will be weekly, where possible.

The Attendance Officer is *Alison Pike* and can be contacted via the school office.

The classteacher:

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on time. Class registers must be completed morning and afternoon. Morning registers to be completed by 9.00am and afternoon registers by 12.50pm for KSI/EYFS and 1.40 for KS2 (this is due to different dinner-times).

School Admin staff:

- Take calls from parents/carers about absence on a day-to-day basis, log the call on the attendance record on the school system.
- Call parents if they have not notified the school of the absence.
- Laise with the Attendance Officer
- Contact the Attendance Officer when parents request holiday leave

Expectations:

We expect that all children will:

- Attend school every day as long as they are fit and healthy enough to do so
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance

We expect all parent/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact school DAILY of absence or if known in advance, whenever their child is unable to attend school
- Contact school promptly whenever any problem occurs that may keep their child away from school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details.

We expect that the school will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child's or parent's/carer's concerns
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality
- Contact parents on the first day of absence when a child fails to attend and where no message has been received to explain the absence

- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the headteacher can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Regularly inform parents/carers of the % attendance of all children
- Make initial enquires regarding children who are not attending regularly
- The nominated attendance person in school will monitor and support school attendance and punctuality
- The nominated attendance person in school will refer irregular or unjustified patterns of attendance to the attendance support team
- Will notify the LA after 15 days sickness
- Will notify the attendance support team after 10 days unexplained absence.
- The school will ask the attendance officer to make well-being checks to the home if school have not seen the child for 5 or more days.
- The school will ask the attendance officer to attend the home if we are not informed of a reason for a child's absence.

Absence Procedures:

Our expectation is for parents to phone the office by 9.00 if their child is absent.

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- Follow 'First day contact' procedures and contact the parent by telephone.
- Request the school's Education Welfare Officer (EWO) and or the learning mentor, to conduct a home visit if no response is received after 3 days of absence (this could be sooner depending on circumstance) and consider a referral to the local authority attendance team or contact 'family connect', (T&W policy is 5 days but as a school we believe it is necessary to make authorities aware sooner).
- If a child is absent for 10 days, school will initiate the Missing Child in Education Protocol as advised by Telford and Wrekin Council.
- Invite parents into school for an Attendance Support Meeting after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent, EWO, and pupil if appropriate. The aim of this meeting will be to identify and resolve difficulties which are preventing the pupil from attending school. The parent/carers will be made aware of the legal requirements regarding school attendance.

- Help the pupil's reintegration where a pupil returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a reintegration programme will be implemented. The programme will include all relevant members of staff and be designed to be as supportive of pupils as possible.

In order to ensure the success of this policy every member of staff will make attendance a priority and convey to the pupils the importance of their education.

Unexplained Absence:

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

- Call the child'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 child's emergency contacts, the school may contact the Attendance Officer to make a home visit or contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input this as soon as the reason for the 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 the absence continues, the school will ask the Attendance Officer to carry out a well-being check and make a visit to the home to see the children. The school will contact family connect if this is deemed as Educational Neglect.

Definitions:

- Everyday counts as two sessions
- Every half day absence must be classified by the school as either AUTHORISED or UNAUTHORISED. This is why the cause of each absence is always required, preferably in writing or by telephone.
- Regular attendance means that your child must attend school every day, unless there are justified reasons, and arrive at school on time.

Authorised Absence

- An authorised absence is classified as authorised when a child is away from school for a legitimate reason and the school has received notification from the parent/carer. The headteacher authorises the absence.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of the headteacher.
- Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given.

Authorised absence	Unauthorised absence
<ul style="list-style-type: none"> ○ Genuine illness of the pupil; ○ Hospital/dental/doctor's appointment for the pupil; ○ Major religious observances; ○ Visits to prospective new schools; ○ External exams or educational assessments. 	<ul style="list-style-type: none"> ○ Shopping/daytrip/visit to a theme park; ○ A birthday treat; ○ Oversleeping due to a late night; ○ Looking after other children/other family members; ○ Appointments for other family members; ○ Holidays which have not been agreed

Each child's attendance can be summarised using the new traffic light system outlined below:

Attendance	Rating	Action
96-100%	Safe Zone	Outstanding ~ this will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic. Your child's attendance is at, or above, the school target. Keep up the good work.

91-95%	Sliding Zone	Strive to build on this - Your child's attendance is below expected and will be monitored. A letter will be sent to inform you of your child's attendance percentage to date. The EWO will be looking at ways in which to help you.
Below 90%	Danger Zone	Low absence - Absence is now significantly affecting your child's attainment and progress. This is a cause for concern and will be monitored closely by the EWO and attendance team. You will receive a letter to confirm this. If attendance doesn't improve you may be asked to attend an attendance support meeting with the EWO and attendance support team.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

Attendance will be reported to parents regularly using the traffic light system, this will allow parents to see the bigger picture. Children will receive a letter which will be colour coded according to their level of attendance. **GOLD** for 100%, **Green** for 96%+, **Yellow** for 91%-95% and **Red** for 90% and below.

Every third week meetings will allow for attendance and lateness to be monitored and parents will receive a letter and a recent attendance record if they fall below 91%. The reasons for the absence will be considered as there may be a genuine illness (chicken Pox, Tonsillitis etc.). The letter will outline the schools concern and the need for an improvement. This is followed up with a second letter and then a third inviting parents to attend an 'Attendance Panel review'. At this meeting an attendance action plan will be written. If attendance does not improve as a result of this meeting a second meeting is arranged with the local authority.

Awards will be in place to encourage good attendance and punctuality. Punctual Panda will reward children for being in school on time and each week a name will be drawn for each base. All names will be entered into a grand raffle which will be drawn termly. The

children will be rewarded with a cooking hamper for them and their family. For the best attendance each base is rewarded with the attendance trophy each week and each half-term the class with the overall best attendance will be allowed a non-uniform day.

When to report Absence to the school:

All absences must be reported on a daily basis. In all cases of absence the parents/carers should:

- Only keep your child away from school if really necessary. The school will always call and send home an unwell child;
- Telephone the school on 01952388450 at the earliest opportunity to let them know why your child is going to be absent. Please try and phone by 9.10am at the very latest
- Please call daily and keep the school informed if more than one day's absence is necessary;
- Send a note to school explaining the reason for the absence;
- If medical appointments are absolutely necessary, please bring your child to school for the rest of the school day and ensure the administrator has seen the appointment card.

Teagues Bridge uses a 1st day calling system. If your child fails to register or is absent and we have not received notification by 9.10am a call or text will be made to you. This only applies on the first day of absence. It is the parent's responsibility to call the school each day their child is off school and explain the reason why.

If a child is absent from school with no explanation offered by the parents/carers within two weeks, it becomes an unauthorised absence.

Registers, Punctuality and Lateness:

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class. It is paramount therefore that all children arrive at school on time. For school children the gates open at 8.43am and the doors at 8.45 am. Registration closes promptly at 9.00am. If you arrive after this time, they must enter via the school office where they will need to be signed in by a Parent/Carer. Your child will receive a late mark in the register.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 9.00am and pupils who arrive after this time will be recorded as late to school.
- Registers close at 9.00am and after this lateness may be recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken between 1-1.30pm.
- Persistent lateness by a pupil will be dealt with by meetings with parents/carers. Prior to this, letters will be sent out outlining the number of lates and the next steps if this does not improve.
- Children's attendance and punctuality is recorded on their report and will be passed into future schools as necessary.

Pupils leaving during the school day:

During school hours, the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Children are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of the school time.
- If children do have to attend appointments during the school day, a copy of the letter is requested and the parent is asked to take a signed slip to the appointment, this provides evidence they have attended.
- Parents/Carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, and the expected time of return.
- Children must be signed out on leaving the school and be signed back in on their return.
- Where a child is being collected from the school, parents/carers are to report to the school office before the child is allowed to leave the site.
- If a child leaves the school site without permission, their parents/carers will be contacted immediately. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the child as a missing person.

The Law:

By law, parents and carers must ensure that all children of compulsory school age (5-16) receive a suitable, full-time education. Telford and Wrekin Council Attendance support both schools and parents/carers to ensure that every child attends school regularly. As a parent/carer you may be committing an offence if you fail to make sure that your child attends school regularly. This may lead to the issuing of a penalty notice, prosecution or application for an education supervision order.

Leave of absence

- Please be aware that the Education regulations 2013, which came into effect on 1st September 2013, states that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.
- Any absence must be requested as far in advance as possible, and no less than 4 weeks prior to the requested date. A form for application for leave of absence during term time can be found on the website or you can ask for one from the office.
- The guidance from Telford and Wrekin Council states that if a parent/carer takes their child out of school, e.g. on holiday or other unauthorised leave of absence, for 5 days (10 sessions) or more, without the authority of the headteacher, each parent/carer may be liable to receive a penalty notice for each child who is absent.
- If leave is taken without authorisation by the school, it may be recorded as an unauthorised absence and Telford and Wrekin attendance support team will be notified. A penalty notice will probably be issued.

Any leave of absence during term time can be disruptive both to the child's learning and to the school whether for a family holiday or for any other reason. Schools will only consider the leave in term time where both:

- The application is made to the headteacher in advance of the leave by a parent/carer the child normally lives with,
- There are exceptional circumstances, as agreed by the headteacher for the leave.

Application should be made as far in advance of the leave as possible (at least four weeks prior to leave). Teagues Bridge Primary School will only agree absence in exceptional circumstances. The following factors will be considered when assessing requests – no one factor should be regarded as conclusive. School staff should investigate each request individually and consider:

- The time of the year of proposed leave of absence
- The length and purpose of the leave of absence

- The duration of the leave of absence and its impact on continuity of learning
- The circumstances of the family and the wishes of parents
- The overall attendance pattern of the child

Schools should carefully explore with parents why leave of absence is necessary if they do not accept the unauthorised notification. Where absences are sanctioned, they should be counted as an authorised absence.

When parents fail to abide by the agreement reached with the school and keep a child away from school in excess of the period agreed or, where parents fail to apply permission, the extra time taken should be treated as an unauthorised absence.

What are exceptional circumstances:

- Close Family Funeral
- A member of immediate family has been taken seriously ill overseas.
- Religious Observance
- Illness
- Exams, tests, sporting events.

Where schools are experiencing difficulties with leave of absence in term time, they may wish to:

- Focus on the issue at parents' meetings
- Issue a letter in the subject to parents
- Contact the Attendance Support Team for advice and support

All requests for leave of absence should be in writing and the application should be made by a parent with day-to-day care of the child even if they are not actually going on holiday themselves. If the parent with whom the child lives does not give consent to the holiday, leave cannot be given lawfully by the school except by a court order.

Penalty Notices:

Under existing legislation, each parent/carer commits an offence if a child fails to attend school regularly and the absences are classed as unauthorised. Depending on circumstances, such cases may result in prosecution under section 444 of the Education Act 1996.

Telford and Wrekin Council considers that regular attendance at school is of such importance that penalty notices may be issued in the following circumstances where unauthorised absence occurs:

- Children identified by police or Education welfare officers engaged on truancy patrols and who have incurred unauthorised absences.
- Unauthorised leave of absence during term time.
- Where it is judged that a parent/carer is failing to engage with any supportive measures proposed by the school. This may be considered if a child has 10 or more sessions of unauthorised absence during the previous 6 school weeks. Unauthorised absence may include arriving late after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents/carers will be sent a formal warning of their liability to receive such a notice before it is issued.

The amount payable on issue of a penalty notice is £60 (issued to each parent/carer, for each child) if paid within 21 days. Penalty notices will increase to £120 after 21 days but within 28 days. After 28 days, the LA may prosecute under section 444 Education Act 1996.

Behaviour and Penalty Notices relating to Exclusions:

- Section 103 of the Education and Inspectors Act 2006 places a duty on parents/carers to ensure their child is not in a public place without justifiable cause during school hours when they are excluded from school. Failure to do so will render the parent/carer liable to a Penalty Notice.
- The amount payable is £60 if paid within 21 days, rising to £120 if paid after 21 days but within 28 days. If the penalty notice is not paid, the recipient may be prosecuted for the offence under section 103.
- Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

NHS information about when your child is too ill to come to school. Please click link below:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Lateness:

A pupil's punctuality is a legal requirement and the parents/carers of a pupil who is persistently late are guilty of an offence. The law treats persistent lateness in the same way as irregular attendance and parents can be prosecuted if late arrival, after the register closes, is not resolved.

Persistent lateness can be as damaging to a pupil's school career as persistent absence. Pupils who arrive late disrupt not only their own education but that of others and being persistently late may also lead to truancy. Poor punctuality may indicate problems within the pupil's home which the pupil may need help to deal with; chronic lateness may result in pupil losing his/her attendance mark for the session and the absence will be noted as unauthorised. For some pupils, arriving punctually may be beyond their control.

There needs to be a careful balance struck between being too punitive and too accepting of a pupil's lateness. Once the reasons for lateness have been established, the parents, pupils and school need to work in partnership to resolve the difficulties. The dilemma for schools is that, if action is not seen to be taken against latecomers, other pupils may follow suit thereby exacerbating the problem.

At Teagues Bridge we have a 'Punctual Panda' award. When you enter school on time you receive a raffle ticket. These tickets are entered into a draw at the end of the week. The name drawn out is awarded the punctuate panda certificate and medal.

The Education Welfare Officer will meet with the school administrator every three weeks to look at lates and attendance data. Letters will be sent home for lateness as well as low attendance. If persistent lateness continues, parents will be invited in to meet with the EWO, Headteacher and Chair of Governors.

Children Transferring into and from Schools in Telford & Wrekin and Other Local Authorities

The LA Admissions Team co-ordinate all school transfer applications and an 'in year' transfer form should be completed by the parent. The form should be requested from the current school.

The LA Admissions Team should be notified of all pupils transferring to schools outside Telford & Wrekin, using the 'in year' transfer form. The LA will then liaise with the Authority in the area the child is transferring to.

The Attendance & Pupil Tracking Officers will track children that have not been admitted into an alternative school after four school weeks.

Guidance is available in 'Protocol for Identifying and Maintaining Contact with Children Missing Education'

These forms should **not** be completed for those pupils who are subject to normal transition between infant and junior school and primary to secondary school.

Good Practice – Measures to Encourage and Sustain Good Attendance

AST will liaise/support school with the following matters to seek to enhance the climate in which good attendance may flourish:

- the school's commitment to achieving high levels of attendance should be explicit and clear to pupils, staff and parents,
- the school should try to ensure that the pupil's experience in classrooms is of a positive and enriching quality which will encourage him/her to take responsibility for, and show commitment to, their own learning,
- some pupils fail to attend because they are unable to keep up with their peers in class and become discouraged. That may be an indication of a learning difficulty. As part of its policy on special education needs, each school should ensure that children's needs are identified and that action is taken to meet these needs or, if appropriate, through a referral to the Learning Support Advisory Teacher or an Educational Psychologist,
- some pupils stay away from school because they are afraid of bullying or of behaviour in the playground which may frighten or alarm them. Schools should be alert to this possibility in investigating individual cases of poor attendance and, in reviewing policy on discipline, they should keep in mind how the school's attitudes on this matter may influence attendance. Staff should be aware of areas and times in the school where bullying is more likely to occur.

- Analysis of attendance data.

Rewards

Schools and AST can play an important role in encouraging attendance by providing rewards for good and improved attendance and punctuality, both for individuals and classes or groups. Care should be taken to acknowledge individuals who are making an effort to attend but who nonetheless, and for acceptable reasons, may have poor attendance overall. Such rewards may include:-

- Letters of congratulations, certificates for good attendance which may be taken home,
- A mention in assembly,
- Whole class attendance aware - receive a certificate and a trophy
- Punctual panda award
- Best attendance award
- Most improved attendance
- 100 club

Other strategies which might be considered:

- Record attendance on reports sent home, with positive comments for effort
- Send home termly letters with traffic light colour system to all parents to inform them of their child's attendance.
- Facilitate attendance concern meetings and attendance panels in schools to invite parents to attend for a discussion specifically about school attendance. This panel may include the community nurse and the school governor.

Reintegration of long-term absentees:

A number of pupils miss long periods of school through sickness, exclusion, school refusal, etc. and may feel especially vulnerable when they do eventually return. It is vital to make the transition back to full-time school as smooth as possible.

Ideally, the return of the long-term absentee needs to be carefully planned but this may not always be possible.

To ease the return of a long term absentee, schools may need to consider an individual action plan, i.e.

- Nominate a key person to co-ordinate, monitor and review the child's return - a favourite teachers may be the ideal person
- Ensure that all staff are aware of, and alert to, the situation,
- Consider the possible need for a phased or gradual return

- Consider the timetable and determine what is immediately possible and manageable for the child.

This will be reviewed regularly to ensure the needs of the child are met.

Attendance monitoring:

The Education Welfare Officer monitors and analyses attendance every three weeks.

Daily attendance is monitored by the administrator who records the reason for absence and looks for any patterns/reasons and sends these to the headteacher.

APPENDIX I: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance

Code	Definition	Scenario
/	Present (am)	Pupil is present at the morning registration
\	Present (pm)	Pupil is present at the 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 educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit	Pupil is on an educational visit organised or approved, by the school
W	Work experience	Pupil is on a work placement
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
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 holiday that was not approved by the school
N	Reason for absence not provided	Pupil is absent for an unknown reason (this code must be amended when the reason emerges, or replaced with O code if no reason for absence has been provided after 5 days)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrive at school after the register closed
Other		
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 location/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

