



Attendance Policy

Policy title:	Attendance Policy
Function:	For information and guidance about attendance at The Blue Coat School. This document forms part of the portfolio of policies designed to inform students and parents.
Status:	Approved
Statutory guidance:	Working Together to Improve School Attendance (DfE, August 2024) Children Missing Education (DfE, September 2025) Keeping Children Safe in Education (DfE, 2025) Education Act 1996 Education Act 2002 School Attendance (Pupil Registration) (England) Regulations 2024
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1. The Blue Coat School Aims and Objectives

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

2. Introduction

Regular and punctual school attendance is important. Students need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. The Blue Coat School fully recognises its responsibilities to ensure students are in school and on time, therefore, having access to learning for the maximum number of days and hours.

Our Policy applies to all children registered at this school and this Policy is made available on our school website to all parents/carers of students who are registered at our school.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance.

<https://www.gov.uk/government/publications/working-together-to-improveschool-attendance>

Our Attendance Policy reflects the key principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every student has access to the full-time education to which they are entitled
- ensure that students succeed whilst at school
- ensure that students have access to the widest possible range of opportunities at school, and when they leave school

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher, staff and Trustees at our school are committed to:

- Building strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Working closely with other professionals and agencies to ensure that all students are encouraged and supported to develop good attendance habits.

*Definition of parent: Section 576 of the Education Act 1996 - A parent in relation to any child or young person, includes any person: -

- all natural parents, whether they are married or not.
- who is not a parent but who has parental responsibility for a child; or
- who has care of a child i.e. lives with and looks after the child.

This also includes all parents who are absent. Parental partners can be included whether they are married or the natural parent of the child as they have 'care' of the child. If a child lives with a grandparent or older sibling as their main carer, they can also be included as they are the main care provider. It is also important to note that even though a parent may not live in the same home as the student, that parent is still responsible for ensuring their child attends school every day.

At The Blue Coat School, we understand the law requires:

- Our school to have an admission register and an attendance register.
- Our Trustees to have regard to the statutory guidance '[Keeping Children Safe in Education](#)'.
- Our School to put in place appropriate safeguarding responses for children who go missing from school.
- Our school to notify the Local Authority (LA) when a student's name is to be deleted from the admission register.
- Our to inform the LA of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

3. Principles of The Blue Coat School Attendance Policy

The Trust Board of The Blue Coat School places a high priority on achieving standards and feel that excellent student attendance and punctuality are essential. They undertake this role by:

- Nominate a named Trustee for Attendance.
- Monitoring what strategies the school has put into place to improve attendance and reduce persistent absence and take appropriate action should attendance levels impact significantly on attainment.
- Regularly review attendance data and help school leaders focus support on the students who need it.
- Regularly report on attendance to Trustees, including key groups of students
- Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school staff receive training on attendance.
- Ensure school leaders fulfil expectations and statutory duties.

In order for children to achieve their potential, students must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Trustees and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 97% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%).
- Ensure every student has access to a suitable education, to which they are entitled.
- Act early to address patterns of absence.

This table illustrates the impact of attendance that is 95% or below

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9.5 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38days	8 weeks	200 lessons

4. National Context

The 1996 Education Act, (section 444) states that parents (including non-related adult carers in the child's household) have a legal responsibility to ensure that those of compulsory school age are educated, either by 'regular' attendance at school or 'otherwise'. The 2008 Education and Skills Act, (section 155) specifies the same requirement regarding regular attendance at alternative provision.

The duty on parents is to ensure that their children are educated, either at school or 'otherwise'. Education is therefore compulsory. In terms of 'otherwise', children may be educated by their parents at home, by a private tutor or in establishments other than schools, ie – FE colleges from the age of 14, special units, hospitals or in alternative educational programmes or work experience. The law allows parents to choose the alternative options, provided they can demonstrate to the Local Authority that the education is full-time and 'suitable' to the child's education needs, up until the relevant leaving-date for all young people.

Schools must enter students on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. For most students, the expected first day of attendance is the first day of the school year.

5. Daily Procedures

Under the 2006 Education Regulations, the school is legally required to register students twice daily. Registers are marked in the morning between 8:45am and 9:05am and in the afternoon at 1:30pm. It is essential that all students are registered on both occasions.

School starts at 8:40am when all students should be in their form room, in preparation for the register being taken at 8:45am. At this time, they should collect items for the day and make sure that they are aware of any changes/arrangements to the day's activities. It is a legal requirement that a register is taken at the start of the day. Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill. Each year a school calendar is sent out and is also on the website which clearly indicates the days when your child is expected to be in school.

6. Absence From School

If your child cannot come to school because of illness, you should advise the school on the first day of absence by telephone. If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you. The school requires at least three emergency contact numbers. It is essential that the school is kept informed of changes of contact details such as phone numbers and addresses. Parents are encouraged contact the school with reasons for absence as soon as possible including their estimated return date.

Once contact (verbal and/or written) has been made with the parent, the school will determine if the absence is to be authorised or unauthorised.

The school will only **authorise** a medical absence if the circumstances are unavoidable. The school has the right to request medical evidence if a parent rings the school to confirm the student is unwell. This may include: a medical appointment card with one appointment entered, slip with date, student's name and surgery stamp, signed by GP Receptionist, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. This also applies to any extended absences of more than 3 school days. The school may not authorise medical/illness absence without this evidence.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not.

The school **may** authorise absence under certain specific circumstances. However, the parent must contact the school 7 working days in advance to secure authorisation. This **may** include work and/or further education related interviews and meetings with external agencies. The school **may** also authorise events where students are involved in any supervised sporting events or trials, theatre performances and participation in acts of religious worship.

7. Children with a Social Worker – First Day Response

If children who have a social worker are absent from school, we will contact the Local Authority. We may request a home visit as part of the first day response. We will also contact the child's social worker and the Virtual School where appropriate.

8. Persistent Absence

The school has a responsibility to reduce the number of students whose attendance is below 90% over the school year. Students with attendance below 90% fall into the 'Persistent Absentee' category.

When a student's attendance falls below 95% or punctuality is a concern (at any stage of the year) we will:

- Invite you into school to discuss the situation with your child's Achievement & Progress Leader and/or the Assistant Headteacher if absences persist
- Create a personalised/support/action plan to address any barriers to attendance
- Set a target with timescales to secure improvement in attendance
- Offer support by sign posting to other agencies or services if appropriate. This may involve undertaking an early help assessment.
- Consider any interventions that have worked previously to bring about improvements in attendance.
- Consider any school age siblings in our school or other schools and work in partnership to deliver a joint approach
- Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions

If parents in our school fail to comply with the support plan and there is no improvement in their child's attendance a referral may be made to the Local Authority requesting legal intervention through the issuing of a penalty notice or further action.

9. Reluctance to go to School

Sometimes students seem anxious about leaving home to go to school. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do any particular subjects, feel that they have no friends or are being bullied. If this is the case, please contact the school as soon as possible to speak to the Student Support Team. We would always urge parents to take them to school to discuss the issues and seek a prompt reintegration.

10. Leave of Absence in Term Time

The school may not grant leave of absence during term time unless there are 'exceptional circumstances'. They will also determine the number of school days a child can be away from school if the leave is granted. **From this perspective, leave of absence in term time is no longer a parental right and will only be authorised at the Headteacher's discretion.** Under DFE guidelines the school will notify the Local Authority if a parent/s takes leave of absence **without** the Headteacher's permission. In these cases, the G code will be used on the register to show this absence is unauthorised.

Under these circumstances, the school will apply to the Local Authority for a Penalty Notice to be issued by the Local Authority. Penalty Notice fines are £80 per child, per parent, if paid within 21 days. The amount will rise to £160 per child, per parent if paid between 22 and 28 days. The £80 Penalty Notice will need to be paid in full separately by both parents within 21 days and will rise to £160 if paid between 22 and 28 days. If the Penalty Notice is not paid within 28 days, parents can be prosecuted under Section 444 of the Education Act 1996.

A Penalty Notice may also be issued, after consideration of all the information, where parents are deliberately avoiding the national threshold by taking several term-time holidays below the threshold or through repeated absence for birthdays or other family events. This is a discretionary power available to the Local Authority.

If a second Penalty Notice is issued to the same parent for the same child within a rolling three-year period, the Penalty Notice will be charged at the higher rate of £160. There is no option for this second offence to be discharged at the lower rate of £80.

The Government has set a national limit of two Penalty Notices that can be issued to a parent for the same child within a rolling three-year period. If the national limit of two Penalty Notices has been met or exceeded, the Local Authority must consider the use of another tool to improve attendance, such as prosecution or another attendance legal intervention.

Children attending Liverpool schools, including The Blue Coat School, are not allowed absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised, (G) – Family holiday not agreed or (O) Unauthorised absence.

The school reserves the right to either contact the parents/carers directly or make an immediate referral to social care or the police if the school feels a student is potentially at-risk while being taken out of school during term time.

The school will seek advice from the Local Authority if a student fails to return from an extended family holiday during term time and the school have made reasonable enquiries but cannot locate the student or their family. This applies to leave of absence that are both authorised and unauthorised by the school. As a result, school will invoke CME procedures. The school may remove the student from roll under such circumstances, in consultation with the Local Authority.

11. Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Such circumstances may include:

- A student not attending school to go shopping.
- A student not attending school as it is their birthday or the birthday of a family member.
- A student not attending school as the family have gone to the airport to meet a visiting relative.

- A student not attending school due to attending a hospital appointment for another family member.
- A student not attending school due to the fact the family returned late in the previous evening from a family holiday.
- A student not attending school as they are looking for after younger siblings.
- A student attends a medical or other appointment in the morning but then fails to return to school for afternoon lessons.

Our school will always try to bring about an improvement in attendance through a support plan, however, we may request penalty charge notices to address unauthorised absence.

A parent may be issued with a Penalty Notice if their child's absence is unauthorised and they have missed 10 sessions (equivalent to 5 school days) for unauthorised absence within a rolling period of 10 school weeks. The 10 school weeks may span different terms or school years. For example, two unauthorised absences in the summer term and eight unauthorised absences in the autumn term.

The school will consider requesting that the Local Authority issue a Penalty Notice where the threshold for unauthorised absence has been met. In line with the national framework, the threshold can be met through any combination of unauthorised absence, including unauthorised term-time leave, unauthorised late arrivals after the register has closed, and other unauthorised absences.

Before issuing a Penalty Notice, the Local Authority will consider the individual circumstances of the case and whether a Penalty Notice would be an appropriate intervention. The Local Authority may also consider other legal interventions where appropriate.

12. Punctuality

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

Poor punctuality can lead to your child:

- Feeling embarrassed in front of their friends.
- Missing the beginning of vital lessons.
- Missing important instructions for the rest of the school day.
- Learning bad habits which could affect their employability in the future.

Minutes late per day during the school year	Equal days' worth of teaching lost in a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

Late Procedure

Children, who arrive late should go to the office entrance, must sign in with a reason for the lateness. The admin staff will:

- update the Bromcom system with their mark.

- Children who frequently arrive late will be monitored; parents will be contacted and a referral to the Assistant Headteacher teacher will be considered.
- Children who arrive late after the registers have closed will receive a U code, indicating that they are late and arrived after the register closed

Children who must leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

13. Roles and Responsibilities

Improving attendance – What parents can do

- Provide AT LEAST three emergency contact numbers to the school.
- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child must be unexpectedly absent (e.g., sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible. Obviously, this is not always possible but, in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that he/she can complete most of their timetable before leaving.
- Work with the school and local authority to help them understand their child's barrier to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.
- Encourage your child to take responsibility for being on time for school, ensuring they have a realistic bedtime and will not be too tired to get up in the morning for school. Equipment should be prepared the night before. Regularly checking your child's Edulink can help you to do this.
- Discourage your child from staying overnight with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
- Leave of absence during term time is not a parental right. If there are special or exceptional circumstances, please contact the Headteacher and a decision will be made if the absence can be authorised or not.
- Talk positively about going to school.
- Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
- Contact school before the concerns escalate.

Improving attendance – What school does

- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Have a clear school attendance policy on the school website which all staff, students and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.

- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Support for students with medical conditions or SEND with poor attendance
- Maintain the same ambition for attendance and work with students and parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the student's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.
- Regularly monitor data for such groups, including at Trust Board meetings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Marks the registers in accordance with the law twice a day.
- Informs any parents/carers who have not contacted the school, of the absence of their child on a particular day.
- Maintains records and monitors attendance of students on a regular basis.
- Authorises absences in accordance with the government guidelines. Please note that only the school can authorise absence.
- Contacts parents/carers when the attendance falls below acceptable levels and/or when patterns of absence are causing concerns.
- Undertake Early Help Assessment where it is deemed appropriate.
- Proactively use data to identify students at risk of poor attendance.
- Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If the issue persists, take an active part in the multi-agency effort with the local authority and other partners.
- Works with external agencies to maintain good attendance and to support the student/family with any issues that may affect attendance and punctuality to school.
- Provide re – integration support for students returning from absence.
- Maintains a range of strategies to encourage good attendance by means of rewards.
- Inform parents of individual pupil's attendance record each term at Parents' Evening.
- Works with relevant external agencies if a students' attendance becomes a concern, i.e. – Social Care, Early Help Services, Police, YOT, SEND.
- Make referrals to the School Nurse team where appropriate to seek advice to support the pupil.
- Works in partnership with the Local Authority to improve school attendance and reduce persistent absenteeism sometimes utilising legal interventions.
- Campaign as a means of working with parents to resolve issues affecting levels of attendance
- Continued support as for students at risk of becoming persistently absent and:
- Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.
- Where there are safeguarding concerns, intensify support through statutory children's social care.

Improving attendance – The role of the local authority

- Work with our school to identify, discuss and signpost or provide access to services for students who are persistently or severely absent or at risk of becoming so.

- Work jointly with our school to provide formal support options including attendance contracts.
- Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.
- Ensure improving school attendance and reducing persistent absence is a priority in all multi agency plans including child protection, child in need, cared for children (LAC) and Early Help.
- Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).
- Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
- Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.
- Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.
- Regularly monitor the attendance of children with a social worker.
- Attendance to be a priority in personal education plans for looked-after children.
- Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting students previously looked after.

14. Communication with Parents

The school operates a staged attendance support process to identify and address attendance concerns at the earliest opportunity. Attendance is monitored weekly, and where attendance falls below identified thresholds, a graduated response is implemented. We will contact you if your child is a risk of meeting the first intervention point (stage 1). This begins with communication and support for families, progressing to attendance meetings and targeted interventions where attendance does not improve. The process is designed to provide support, challenge and accountability, ensuring that barriers to attendance are identified and addressed. Where attendance continues to decline or unauthorised absence persists, the school may work with the Local Authority and consider formal attendance procedures in line with statutory guidance.

Stage	Actions
Stage 1	1. Letter triggered by 97% attendance (5 days absence) 2. Contact home to address attendance.
Stage 2	1. Letter triggered by 95% attendance (9 days absence) 2. Parental meeting
Stage 3	1. Letter triggered by 93% attendance (14 days) 2. Parental meeting
Stage 4	1. Letter triggered by 90% or below (20 days). Student is now persistently absent. 2. Parental meeting arranged. Inform the Educational Welfare Officer. 3. May instigate - no absences authorised without medical evidence. 4. May instigate warning notice for FPN or instigate FPN proceedings.

We will report to parents at least two times a year in reports on their child's attendance.

Where a pupil has been absent from school for three consecutive days, the Head of Year will make contact with parents/carers to carry out a wellbeing check. This is intended to offer support, establish the reason for the absence, and ensure that any welfare concerns or barriers to attendance are identified and addressed at the earliest opportunity.

15. Rewards and Incentives

- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward individuals and group good or improving attendance
- Celebrate attendance in assembly

16. School Attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Notifying the Local Authority

Our school notify the Local Authority of any student who fails to attend school regularly after making reasonable enquiries or has been absent without the school's permission for a continuous period of 10 days or more. (Pupil Registration) (England) Regulations 2006 regulation 12.

The school (regardless of designation) must also notify the Local Authority of any student who is to be deleted from the admission register. Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered 'missing'.

Where a child leaves our school without a destination, or another school is not identified our school follow Liverpool City Council Children Missing Education Procedures

17. Attendance Data

We use data to monitor, identify and support individual pupils or groups of students when their attendance needs to improve. Persistently absent students are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment. The school has a legal duty to publish its absence figures to parents and to promote attendance.

18. Absence Codes

According to DfE guidance the following codes are used for authorised absence on the register.

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 the register has closed.

Attending a Place Other Than the School

Code	Definition	Scenario
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority.

Code Definition	Scenario
V Attending an educational visit or trip	Pupil is on an educational visit or trip organised or approved by the school.
P Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school.
W Attending work experience	Pupil is on an approved work experience placement.
B Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.
D Dual registered	Pupil is attending a session at another setting where they are also registered.

Absent – Leave of Absence

Code Definition	Scenario
C1 Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school.
M Medical/dental appointment	Pupil is at a medical or dental appointment.
J1 Interview	Pupil has an interview with a prospective employer or educational establishment.
S Study leave	Pupil has been granted leave of absence to study for a public examination.
X Not required to be in school	Pupil of non-compulsory school age is not required to attend.
C2 Part-time timetable	Pupil is not in school due to having a part-time timetable.
C Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances.

Absent – Other Authorised Reasons

Code Definition	Scenario
T Parent travelling for occupational purposes	Pupil is a 'mobile child' travelling with parent(s) who are travelling for occupational purposes.
R Religious observance	Pupil is taking part in a day of religious observance.
I Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (physical or mental health).
E Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made.

Absent – Unable to Attend School Because of Unavoidable Cause

Code Definition	Scenario
Q Lack of access arrangements	Pupil is unable to attend because the local authority has failed to make access arrangements to enable attendance at school.
Y1 Transport not available	Pupil is unable to attend because transport normally provided is unavailable.

Code Definition		Scenario
Y2	Widespread disruption to travel	Pupil is unable to attend because of disruption to travel caused by a local, national or international emergency.
Y3	Part of school premises closed	Pupil cannot practicably be accommodated in the part of the premises that remains open.
Y4	Whole school site unexpectedly closed	Every pupil absent because the school is unexpectedly closed (e.g. adverse weather).
Y5	Criminal justice detention	Pupil is in police detention, remanded to youth detention, or detained under a sentence of detention.
Y6	Public health guidance or law	Pupil's travel to or attendance at school would be prohibited under public health guidance or law.
Y7	Any other unavoidable cause	Used where an unavoidable cause is not covered by another attendance code.

Absent – Unauthorised Absence

Code Definition		Scenario
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday not approved by the school.
N	Reason for absence not yet established	Reason for absence has not been established before the register closes.
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using an authorised code.
U	Arrived in school after registration closed	Pupil has arrived late after the register has closed but before the end of the session.

Administrative Codes

Code Definition		Scenario
Z	Prospective pupil not on admission register	Pupil has not joined the school yet but has been registered.
#	Planned whole-school closure	Whole-school closures that are known and planned in advance.