



Attendance and Punctuality Policy

Policy title	Attendance
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1. Aims

This policy has the following aims:

1. To ensure every student has access to full-time education to which they are entitled.
2. To promote excellent school attendance.
3. To reduce absence, including persistent absence.
4. To share the responsibility for promoting attendance amongst everyone in the school and the broader school community.
5. To reward students and celebrate the success of students who achieve excellent or improved attendance.
6. To challenge student attendance where it falls below the school target of 97% and the 95% benchmark that gives students the best chance of being successful, and to provide support and appropriate intervention where necessary.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010

- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

This policy complies with our funding agreement and articles of association.

3. Why attendance matters

If students are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the DCSF demonstrate this very clearly.

We want all of our students to achieve the very best examination results that they can. Irregular attendance can have a significant impact on student achievement:

- Of students who miss more than 50 per cent of school, only three per cent manage to achieve five GCSEs at grade 4 and above including English and Maths.
- Of students who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five GCSEs at grade 4 and above including English and Maths.
- Of students who miss less than five per cent of school, 73 per cent achieve five GCSEs at grade 4 and above including English and Maths.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and your child should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

4. Regular attendance

The Education Act 1996 states that *"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."*

Parents are legally required to ensure that their child attends school "regularly", however there is no universally agreed quantifiable definition of regular attendance. Therefore, it is sometimes unclear about what good attendance is.

Given the strong link between attendance and achievement (see section 3), at Bridgnorth Endowed School we would like all of our students to have 100% attendance. However, we recognise that children are sometimes ill which can make regular attendance difficult. Therefore we have a school attendance target for each child of 97%.

Defining regular attendance at school

We have created the following table to provide clarity regarding school attendance:

100% attendance (Perfect attendance)	97% attendance (Excellent attendance)	95% attendance (Regular attendance)	90% attendance	80% attendance
190 DAYS OF EDUCATION	184 DAYS OF EDUCATION	180 DAYS OF EDUCATION	171 DAYS OF EDUCATION	152 DAYS OF EDUCATION
0 days absence across a school year	6 days absence across a school year	10 days absence across a school year	19 days absence across a school year	38 days absence across a school year
Gives students the best possible chance of academic success.			Worrying. Less chance of success. Makes it harder to make progress.	Serious concern. Not fair on the student. Could result in court action.

5. School procedures

5.1 Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for three years after the date on which the entry was made.

Students must arrive in school and be in their tutor group or assembly by 8.45am on each school day. A warning bell will sound at 8.40am

The register for the first session will be taken at 8.45am and will be kept open until 9.05am. The register for the second session will be taken at 12:30pm and will be kept open until 12.45pm.

A register will be taken during every lesson during the school day. The timings for our lessons are shown below:

Session	Activity	Time of the school day	Registration time
Morning registration (AM Session)	Tutor	8:45am – 9:05am	8.45am – 9.05am
	Period 1	9:05am – 10:05am	9.05am – 9.15am
	Period 2	10:05am – 11:05am	10.05am – 10.15am
	Break	11:05am – 11:30am	N/A
	Period 3	11:30am – 12:30pm	11.30am – 11.40am
Afternoon registration (PM Session)	Period 4	12:30pm – 1:30pm	12.30pm – 12.40pm
	Break	1:30pm – 2:05pm	N/A
	Period 5	2:05pm – 3:05pm	2.05pm – 2.15pm

5.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.00 am or as soon as practically possible.

To notify the school of an unplanned absence, please telephone the school on 01746 762103.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

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

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

5.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

To notify the school in advance of a medical or dental appointment, please contact the school attendance officer (Mrs Wedgbury) on 01746 760103, or email us at

attendance@bridgnorthendowed.co.uk.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 6.3.

5.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

We use after-school detention to address issues relating to lateness and to ensure punctuality across the school. If your child is regularly late to school or to lessons during the school day they will be issued with an after-school detention. Repeated lateness during the school day will be viewed as defiance and students may be placed in the internal removal room.

5.5 Following up absence

The school will follow up any absences in order to:

- ascertain the reason for the absence;
- identify whether the absence is approved or not;
- identify the correct attendance code to use; and
- ensure proper safeguarding action is taken where necessary.

We would expect to have received explanation for all unplanned absence either by telephone, text or email within five school days following the absence. Failure to provide explanation within this time will mean that the absence is recorded as unauthorised.

5.6 Reporting to parents

We report attendance to parents every twelve weeks (e.g. three times during the academic year; twice for Year 11), alongside information about attitudes to learning and academic progress.

6. Authorised and unauthorised absence

Every half-day absence from school legally has to be recorded by staff at the school as either **authorised** or **unauthorised**.

6.1 Authorised absence

Authorised absence is absence with permission. This includes instances of absence for which a satisfactory explanation has been provided, e.g. ill health.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in section 5.3.
- 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 students 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 student is attending educational provision.

6.2 Unauthorised absence

Unauthorised absence is absence without permission.

Unauthorised absence includes:

- Keeping children off school without a good reason.
- Truancy before the register has been marked.
- Absences that have never been properly explained.
- Children who arrive at school too late to get a mark.
- Taking holidays that have not been approved by the school in advance.

6.3 Granting approval for term-time absence

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

Some examples of 'exceptional circumstances' include:

- Funeral of parent, grandparent or sibling.
- Serious illness of a close relative.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.

An application for term time absence must be made in advance. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

6.4 Term-time holidays

It should be noted that a request for a term-time holiday is not a parental right. In line with national and local guidance, we do not authorise any holidays taken during term time. If a parent removes their child from the school during the published term dates, their child's absence will be unauthorised. The parent could be fined and their child could be taken off roll. Parents should be aware that if their child has a significant amount of unauthorised absence, they may be guilty of an offence under section 444 of the Education Act 1996 and legal action may be taken against them.

6.5 Study leave

Study leave is not granted by default, and is only granted to Year 11 students during public examinations.

6.6 Resolving problems

Parents are expected to contact school staff and to work with them in resolving any problems. This is nearly always successful. If difficulties cannot be resolved in this way, the school may offer parents a formal Parenting Contract or refer the child to the Education Welfare Officer (EWO) from the LA.

Wherever possible, the EWO will try to resolve the situation by agreement. However, if other ways of trying to improve the child's attendance have failed, EWOs can use legal proceedings if required, including Penalty Notices (fines) or prosecution in the Magistrates Court. Alternatively, parents or students may themselves wish to contact the EWO to ask for help or information; EWOs are

independent of the school and will give impartial advice. Their telephone number is available from the school office or website, or by contacting the LA.

6.7 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded student 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 the parent or withdraw the notice.

7. Attendance monitoring

The Attendance and Behaviour Officer monitors student absence on a daily basis and maintains the attendance system, ensuring that registers are accurately marked and reasons for absence are obtained.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 5.2). Parents are expected to call the school each day their child is ill, unless the school have been notified of a set period of absence.

If a student's attendance falls below 95% we will contact the parents to discuss the reasons for this.

If after contacting parents a student's attendance fails to improve (e.g. the student fails to attend school regularly over a fixed period of time) we will consider involving the local authority EWO.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

We categorise student attendance as follows:

Category	Description	Criteria
Category 1	Regular attendance providing the best chance of success.	– Above 95% attendance.
Category 2	Extenuating circumstances which impact on attendance.	– Below 95% attendance (PA). – Authorised absence (e.g. full explanation and medical evidence).

		<ul style="list-style-type: none"> - Parents/carers and students are fully engaged with school. - Clear reasons why attendance is below 95%.
Category 3a	Slight concern.	<ul style="list-style-type: none"> - Below 95% attendance. - Authorised absence (e.g. parent/carer has provided an explanation for absence). - Currently no medical evidence.
Category 3b	Concern	<ul style="list-style-type: none"> - Below 95% attendance. - Unauthorised absence (e.g. the student has absences without explanation or absences that have not been authorised by the school). - Currently no medical evidence.
Category 4a	Significant concern	<ul style="list-style-type: none"> - Below 90% attendance - Authorised absence (e.g. parent/carer has provided an explanation for absence). - Currently no medical evidence.
Category 4b	Significant concern	<ul style="list-style-type: none"> - Below 90% attendance. - Unauthorised absence (e.g. absences without explanation or absences that have not been authorised by the school). - Currently no medical evidence.
Category 5	Major concern	<ul style="list-style-type: none"> - Below 80% attendance. - Currently no medical evidence.

We aim for all of our students to be in categories 1 or 2.

Student-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

9. Strategies for promoting attendance

9.1 Incentives and rewards

Senior leaders, Heads of House and Form Tutors take every opportunity to praise students whose attendance is excellent or improving rapidly.

Formal rewards for excellent attendance include:

- Weekly 100% attendance prize draws. A text message is sent to parents informing of the possibility of winning a school lunch voucher as a reward for achieving 100% attendance for the week. One student from each form is awarded a voucher every week.
- Half-termly tutor group reward. At the end of every half-term the tutor group with the highest overall attendance will be invited to the dining hall for a free breakfast.

- Termly 100% Attendance E-certificates sent home to parents/carers. All students with 100% attendance for the term are entered into a prize draw in their house assembly with the possibility of winning a voucher.
- At the end of the academic year special recognition is given to students who have achieved 100% for the year.

We also employ the following strategies in order to promote attendance across the school:

- Regular assemblies highlighting the importance of attending school.
- Weekly attendance figures for each form are communicated during assemblies.
- Informative displays regarding school attendance.
- Regular communication with parents/carers.

9.2 Possible school actions in response to irregular school attendance

Category	Actions
Category 1	<ul style="list-style-type: none"> – Rewards for 100% attendance. – Letter to acknowledge achievement of school's attendance target - 97%. – Letter challenging all students to achieve the school's target of 97% attendance.
Category 2	<ul style="list-style-type: none"> – Early help support interventions (if appropriate).
Category 3a	<ul style="list-style-type: none"> – Letter challenging all students to attend school regularly (e.g. 95%) and strive towards school target of 97%. – Consider involving the local authority Education Welfare Officer (EWO). – Consider request for medical evidence.
Category 3b	<ul style="list-style-type: none"> – Letter challenging all students to attend school regularly (e.g. 95%) and strive towards school target of 97%. – Advise of unauthorised absence. – Consider involving the local authority Education Welfare Officer (EWO). – Consider request for medical evidence.
Category 4a	<ul style="list-style-type: none"> – Concern letter and follow up call from Attendance and Behaviour Officer. – Concern letter from the local authority Education Welfare Officer (EWO). – Home visit. – Start of fast track letter. – Medical evidence required letter. – Notice of penalty notice. – Fine.
Category 4b	<ul style="list-style-type: none"> – Concern letter and follow up call from Attendance and Behaviour Officer. – Concern letter from the local authority Education Welfare Officer (EWO). – Home visit. – Local authority fast track process. – Medical evidence required letter. – Notice of penalty notice. – Fixed penalty fine.
Category 5	<ul style="list-style-type: none"> – Concern letter and follow up call from Attendance and Behaviour Officer. – Concern letter from the local authority Education Welfare Officer (EWO). – Home visit.

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| | <ul style="list-style-type: none"> – Local authority fast track process. – Medical evidence required letter. – Notice of penalty notice. – Fixed penalty fine. – Prosecution. |
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9.3 Support and intervention

In order to effectively support students to attend school every day we recognise that all staff have a key role to play. For any intervention to be effective staff must know the student and have an accurate picture of the student's attendance and absence patterns. All staff have access to accurate data about students' attendance and a range of intervention and support strategies are used as soon as staff notice that absence levels have increased. These typically include:

- 1:1 conversations with students to raise awareness of concerns and identify reasons for and ways of improving attendance.
- Communication with parents by text, email, telephone call or letter.
- Serious Concern Meeting the student's parent(s) to discuss concerns and possible interventions.
- Referral to the Inclusion and Safeguarding Team and/or the Personalised Learning Centre where it is felt that either a known, existing or potentially unidentified learning need is having a negative impact on the student's attendance. This may result in a referral, in consultation with the parent, to a specialist external agency or internal support such as mentoring.
- Attendance action plan, used to motivate students to achieve specific attendance targets.
- Home visits from the Attendance and Behaviour Officer and/or the LA EWO.
- Referral to an external, specialist agency where it is felt that a specific set of circumstances are contributing to a student finding it difficult to attend.

10. Roles and responsibilities

10.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

10.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

10.3 Senior leader with responsibility for Attendance and Behaviour

A member of the senior leadership team leads on establishing and sustaining effective whole school systems and interventions to reduce absence and persistent absence by monitoring and analysing whole school absence. The senior leader ensures that the Attendance and Behaviour Manager, Attendance and Behaviour Officer and Heads of House are held accountable for accurate recording of absence, coding of absence and analysis of year group and individual data.

This is achieved by the following:

- Implementation of sections of the School Improvement Plan (SIP) relating to attendance.
- Monitoring whole school attendance targets, systems and roles.
- Maintaining a constant school-wide focus on ensuring outstanding attendance.
- Monitoring whole school data to identify patterns and appropriate interventions (weekly and termly).
- Regular meetings with the Attendance and Behaviour Manager.
- Monitoring the outcomes of meetings between the Attendance and Behaviour Manager, the Safeguarding and Inclusion Manager and Heads of House.
- Holding serious concern meetings for PA students and families.

10.4 Shropshire Local Authority Education Welfare Officer (EWO)

The local authority Education Welfare Officer supports the school by:

- Advising on appropriate strategic interventions.
- Contributing and advising on an annual school attendance action plan.
- Undertaking case work in respect of children with less than 90% attendance.
- To contribute to safeguarding procedures in respect of children with attendance concerns.
- To undertake and advise on the legal work required to administer enforcement responsibilities.

10.5 The Attendance and Behaviour Officer

The Attendance and Behaviour Officer works closely with the Attendance and Behaviour Manager and is responsible for collating and analysing weekly, termly and annual data on attendance, absence and PA for the whole school.

- Ensuring students receive relevant rewards for excellent attendance.
- Requesting home visits and meetings with families.
- Initiating appropriate legal action, including penalty notices.
- Collating evidence and liaising with the HLT Attendance Team to support court hearings.
- Coordinating and tracking the issuing of attendance letters.
- Building positive and productive relationships with families who find it difficult to engage with the school and families of PA students.
- Liaising with the Designated Safeguarding Lead (DSL) and Children's Social Care regarding any attendance related Child Protection concerns.
- Reporting students with unexplained absences which exceed five days to the Shropshire CME Team.
- Liaising with external agencies who support students to attend school.
- Contacting parents on the first day of absence.
- Holding weekly meetings with the Inclusion and Safeguarding Manager to decide on and implement interventions.
- Producing weekly, termly and annual reports on absence.
- Identifying students with absence trends and communicating this across the school.
- Recording interventions and tracking progress in relation to reducing absence.

The Attendance and Behaviour Officer is also responsible for inputting and updating accurate attendance data on SIMS by:

- Following school procedures for first day calling of parents to ascertain reasons for absence.
- Issuing attendance letters where required.
- Working with the Attendance and Behaviour Manager to collate weekly and termly attendance reports.
- Ensuring the AM and mentors are aware of any emerging patterns of attendance across year groups or families.
- Checking and filing all absence notes that are received and ensuring details are reflected appropriately through categorisation of absence in the SIMS register.
- Providing tutors and year teams with explanations for absent students to minimise unexplained absence.
- Monitoring the attendance of students involved in full and part-time Alternative Provision (AP) programmes.
- Raising concerns about any missing or inaccurate register marks with the AM and DHT.
- Monitoring and notifying teachers who have not completed their registers.
- Passing any messages from parents to relevant members of staff.
- Overseeing and holding targeted 1:1 sessions for individual and/or small groups of students who are considered to be PA.
- Monitoring student punctuality to lessons and school and how this can have an impact on a student's attendance.

10.6 Classroom teachers

Ensuring that students attend school is seen as the responsibility of all staff at the school. This is achieved by:

- Taking registers and recording attendance and punctuality accurately.
- Being vigilant in monitoring absence rates for any students they have specific responsibility for.
- Raising concerns regarding attendance of any student promptly and via the appropriate channels.
- Promoting whole school attendance
- Working with parents to ensure a joint approach to ensuring outstanding attendance.

10.7 Form Tutors

Form Tutors meet with their tutor group every day from 8.45am to 9.05am during Tutor Period and are responsible for accurate daily recording of attendance. They are also responsible for promoting the school targets for attendance and encouraging excellent attendance for individual students and the whole tutor group. Form tutors are expected to identify attendance patterns for students in their tutor group and liaise with pastoral staff and senior leaders. Form Tutors are expected to be proactive in reducing absence by:

- Daily recording of attendance during Form Period by 9.00am at the latest.
- Accurate use of SIMS Lesson Monitor to record attendance and absence using codes for absence accurately.

- Daily focus on attendance during Form Period and leading on activities to enable students to monitor their own attendance.
- Recording interventions and tracking progress in relation to reducing absence.
- Communicating with home in liaison with pastoral staff and senior leaders by letter, meetings, emails and telephone calls.
- Displaying attendance information in the tutor room.
- Ensuring their tutor group participate in school wide attendance initiatives.
- Detailed guidelines for recording attendance and following up absences are to be found in the staff protocol handbook.

10.8 Parents/carers

Parents/carers should:

- Ensure that their son/daughter arrives at school on time each day, with the correct equipment and in a fit state to learn.
- Take an interest in the education of their son/daughter by talking to them about their learning and by attending school events.
- Notify the school in advance of a known absence (see section 6.4).
- Notify the school of any unplanned absence by contacting the Attendance and Behaviour Officer on 01746 760103 (see section 6.3).

Inform the school immediately if there are any matters that arise that may affect the attendance of your son/daughter.

11. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing board.

12. Links with other policies

This policy is linked to our Child Protection and Safeguarding and Behaviour for Learning policies.

Appendix 1: Attendance codes

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

Present at school

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration.
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed.
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school.
D	Dual registered	Student is attending a session at another setting where they are also registered.
J	Interview	Student has an interview with a prospective employer/educational establishment.
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school.
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school.
W	Work experience	Student is on a work experience placement.

Authorised absence

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

Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school.
N	Reason not provided	Student 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 student's absence.
U	Arrival after registration	Student arrived at school after the register closed.
X	Not required to be in school	Student 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 student is in custody.
Z	Student not on admission register	Register set up but student has not yet joined the school.
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day.