Attendance Policy

Written by: Tom Head
Date: September 2025
Last reviewed on: September 2026
Next review due by: September 2027

Contents

1. Statement of Intent 2
2. Aims 2
3. Legislation and guidance 3
4. Roles and responsibilities 3
5. Recording attendance 6
6. Authorised and unauthorised absence 8
7. Strategies for managing absence 11
8. Supporting pupils who are absent or returning to school 11
9. Attendance monitoring 12
10. Monitoring arrangements 13
11. Links with other policies 13
Appendix 1: Attendance Codes 14

1. Statement of Intent

Willesborough Infant and Willesborough Junior School are committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience. Poor school attendance affects life chances. We actively promote 100% attendance for all our pupils. We expect children to attend school every day, as long as they are fit and healthy enough to do so. Good school attendance is the concern and responsibility of all staff at the Willesborough schools, who work collectively to ensure that this is achieved for all pupils. It is our duty, as committed educational practitioners, to listen, understand, support and challenge families who struggle with poor attendance. Our Attendance Target is 96%, recognising that occasional absence due to genuine illness or exceptional circumstances may occur. We strive to minimise avoidable absences and work closely with families to support regular attendance for all pupils.

2. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs

- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

4.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Attendance Officer to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

4.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes

- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Tom Head and can be contacted via 01233 620405 and through headteacher@willesborough-js.kent.sch.uk

4.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Jennie Coker and can be contacted via 01233 624165 and through attendance@willesborough-js.kent.sch.uk

4.5 Class Teachers

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office.

4.6 School Admin staff

School admin staff will:

- Monitor Studybugs and take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the year group leaders, attendance officer and/or pastoral support team where appropriate, in order to provide them with more detailed support on attendance

4.7 Parents

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance and punctuality undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour. Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not

- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them) Parents are expected to:
- Make sure their child attends every day on time
- Report on Studybugs or call the school to report their child's absence before 9:30on the day of the absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the school office, who will transfer calls to the appropriate person.
- Provide proof of medical appointments and medical treatment if requested to do so by the school

4.8 Pupils

Pupils are expected to:

- Attend school every day, on time and make the most of the education opportunities available

5. Recording attendance

5.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil 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.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
For EYFS: the school day starts at 8:45am and ends at 3pm (Gates are open from 8:35am).
For KS1: the school day starts at 8:45am and ends at 3:15pm (Gates are open from 8:35am).
For KS2: the school day starts at 8:45am and ends at 3:20pm (Gates are open from 8:35am).
Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:15am. The register for the second session will be taken between 1pm and 1:40pm due to a staggered lunchtime.

5.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 09:30am, or as soon as practically possible, by reporting via the Studybugs app or calling the school office.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than four days, or there are doubts about the authenticity of the illness, the school will ask for 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 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

If parents wish to request leave of absence in advance, they are to email attendance@willesborough js.kent.sch.uk or notify the school office who will report on Studybugs.

Where possible, the pupil should:

Be out of school for the minimum amount of time necessary, and attend school before/after their appointment

Wear school uniform to their appointment, to make it easier to return to school afterwards

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Frequent lateness will be monitored and discussed with parents where necessary.

5.5 Following up unexplained absence

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

- Call or text the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take further measures to ensure that our families are safe
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call or text the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider completing a referral to the appropriate authorities
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Where support is not appropriate, not successful, or not engaged with, alternative action may be taken which can include: issuing a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

5.6 Reporting to parents

The school will regularly inform parents (see the definition of 'parent', as used in this policy, in section 4.7 above) about their child's attendance and absence levels at parents evening (two times per year and at the end of year reports.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Absence (for example leave for holidays) during term time can only be approved in "exceptional circumstances".

We define "exceptional circumstances" as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)

The following reasons are examples of absence that will not be authorised:

- The child has persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- The child's or a family birthday
- Shopping trip
- Family Holidays

Where holiday or leave of absence extends to 6 weeks or more in any academic year, the Willesborough Schools reserve the right to withdraw the child's school place. Any such decision would only be made after consultation with parents, the local authority and headteacher.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority

6.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

6.2.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

6.2.2 Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence. The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

6.2.3 Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.
They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7. Strategies for managing absence

For any child's attendance that falls to 90% or below they will be identified and be part of a conversation with the SLT. A letter will be sent to parents and improvement is expected over a reasonable amount of time (from term 2 onwards). If a child's attendance falls below 90%, further absences will not be authorised, unless supported by medical evidence.

95 - 100% attendance – the class teacher will investigate any anomalies or concerns and notify Jennie Coker. A designated school professional, such as a member of the pastoral support team, will contact the parent if appropriate.
90 - 95% attendance – we have a duty of care to inform parents of their child's attendance percentage and further action may be taken.
Persistent absence under 90% - the family will receive a letter and will be offered support from a member of the pastoral support team.

For cases that require intensive family support, an Early Help referral will be made. Where the level of absence does not improve and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority Attendance Officer and Kent PRU and Attendance Service (KPAS).

Good attendance is everyone's responsibility, it is never finished.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to mental or physical ill health, long term medical conditions or SEND

The school will work together with parents of pupils with mental or physical ill health, long term medical conditions or special educational needs. Schools must be mindful of the barriers these pupils face and put in additional support where necessary to help them access full time education. This will be done in partnership with parents.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

9. Attendance monitoring

9.1 Monitoring attendance

The attendance officer has fortnightly attendance meetings with Senior Leaders and the FLO team to discuss individual pupils and their attendance. Attendance statistics are discussed and relevant attendance reports are shared with key staff to aid discussions with families. Best practice ideas are discussed and data is used to understand the impact of interventions. Termly patterns of attendance are recorded and shared with senior leaders including:

- Whole school and individual pupil basis
- Groups e.g. FSM, SEN, PP, CiC, GRT, EAL
- How we compare with national data

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely. Daily statistics are shared with the DfE via Wonde.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

9.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders

(including SENDCOs, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.
The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Communicate via letters and hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum of once a year by Tom Head. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Supporting pupils with medical conditions

Appendix 1: Attendance Codes

These codes are taken from the DfE guidance.

Code	Definition	Present	Authorised
/	Present (AM session)	Yes	Yes
\	Present (PM session)	Yes	Yes
B	Attending any other approved educational activity	Yes	Yes
C	Leave of absence for exceptional circumstance	No	Yes
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	No	Yes
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	No	Yes
D	Dual registered at another school	N/A	N/A
E	Suspended or permanently excluded and no alternative provision made	No	Yes
G	Holiday not granted by the school	No	No
I	Illness	No	Yes
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	No	Yes
K	Attending education provision arranged by the local authority	Yes	Yes
L	Late arrival before the register is closed	Yes	Yes
M	Leave of absence for the purpose of attending a medical or dental appointment	No	Yes
N	Reason for absence not yet established	No	No
O	Absent in other or unknown circumstances	No	No
P	Participating in a sporting activity	Yes	Yes
Q	Unable to attend the school because of a lack of access arrangements	N/A	N/A
R	Religious Observance	No	Yes
S	Leave of absence for the purpose of studying for a public examination	No	Yes
T	Parent travelling for occupational purposes	No	Yes
U	Arrived in school after registration closed	No	No
V	Attending an educational visit or trip	Yes	Yes
W	Attending work experience	Yes	Yes
X	Non-compulsory school age pupil not required to attend school	N/A	N/A

Y1	Unable to attend due to transport normally provided not being available	N/A	N/A
Y2	Unable to attend due to widespread disruption to travel	N/A	N/A
Y3	Unable to attend due to part of the school premises being closed	N/A	N/A
Y4	Unable to attend due to the whole school site being unexpectedly closed	N/A	N/A
Y5	Unable to attend as pupil is in criminal justice detention	N/A	N/A
Y6	Unable to attend in accordance with public health guidance or law	N/A	N/A
Y7	Unable to attend because of any other unavoidable cause	N/A	N/A
Z	Prospective pupil not on admission register	N/A	N/A
#	Planned whole school closure (e.g. school holidays, INSET days)	N/A	N/A