

# Attendance and Punctuality Policy



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## AIMS AND INTRODUCTION

At Headlands C of E (C) Junior, Infant and Nursery School we seek to ensure all pupils receive an education in keeping with the Christian ethos of the school and which maximises opportunities for each pupil to flourish and 'live life in all its fulness'. In providing the best possible learning journey for our children we believe that it is essential for them to attend school consistently and punctually. This supports all children to access the carefully planned and structured curriculum which builds upon children's previous learning and on the teachers' assessment of that learning. We strive to create a culture where parents and carers are able to raise concerns and share information that could affect their child's attendance. For each child to access these opportunities, it is essential that parents and school work together to ensure regular, punctual attendance.

This policy sets out the principles and guidelines by which we seek to raise attendance, improve punctuality, raise levels of achievement and to maximise opportunities both in school and in later life.

Our Attendance and Punctuality Policy aims to:

- Ensure that pupils are safe; having parent/carer contact when they are absent so the school know where the pupil is when absent.
- Support pupils and their parents/carers in establishing the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer in order to improve each student's academic outcomes.
- Enable pupils to progress smoothly, confidently and with continuity through the school
- Ensure parents/carers are aware of their legal responsibilities

We record attendance in accordance with the published guidance from the Department for Education (DfE), recording attendance and absence according to the codes suggested in the document (Appendix 1), and submitting daily attendance figures using the DfE educational setting status form by midday every day.

## ABSENCE FROM SCHOOL

All children have a right to an education and it is a parent/carers legal responsibility to ensure their child attends school regularly. Parents should aim to support 100% attendance across a school year and should be aware that attendance is very closely monitored by school staff and by Kirklees LA. Parents are requested to inform school by 9:00am if their child is unable to attend school for any reason.

The following table illustrates the cumulative impact of pupil absence:

Attendance during one school year	Equates to days absent	Which is approximately	Which means this number of lessons missed
94%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

## SAFEGUARDING

If a pupil does not arrive at school, and we have not been contacted by parents to explain this absence, we will follow the first day calling procedure, which is detailed below.

### First-Day Calling Procedure (in line with Kirklees Safeguarding Partnership Guidance)

1. Class registers completed and saved.
2. Late children checked against registers.
3. Absence calls listened to/attendance emails checked.
4. First day text sent to first name on contact list within half an hour of school start time asking for response
5. If no response to text call first name on contact list within 45 minutes of school start time.
6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
7. If no reply, send second text and email to first and second contacts on list.
8. Alert Safeguarding staff that this child is absent and no contact has been made within an hour of school start time.
9. Headteacher to risk assess the current level of concern and consider whether circumstances warrant a home visit.
10. Home visit to be made following decision at 9, where possible by school staff or any other agency involved with the child: school staff will do home visits by mid- morning.
11. Contact Police to initiate a 'safe and well' check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number. School will call the police as this is in line with Kirklees Safeguarding advice.

The below cases from a recent Serious Case Reviews illustrate why we are taking this action.

- *A mum died from an epileptic fit while bathing her children age 3 and 4. The next morning the school phoned home immediately after checking registers, no answer and so continued ringing through the contact list until they had an answer. A family member went straight to the house and found mum had died, but the children were safe.*
- *A dad died from natural causes, Mum was working away from home, and the children were 2 and 4. In the morning Mum rang dad, no answer, but assumed he was doing the school run and continued with her working day. The school noted the absence of the 4-year-old. They started first day calling 2 hours after registration and rang dad only, leaving a message. They did not ring anyone else on the contact list. They repeated the call to Dad at 3.40. Mum rang home at the end of her working day and now worried rang another school mum. Grandmother went to the home and could not gain access because of a key in the lock inside. The police gained entry at 8pm; the children had been alone with their deceased Dad all day.*

## REGISTRATION

The class teacher registers their children at 08:55am and at 12:30pm (EYFS/KS1) or 13:15pm (KS2) each school day on the school database (Integris). The class teacher enters either present, absent reason unknown or absent with the appropriate reason. If a child cannot attend school, parents are expected to telephone the school office before 9:00am with a clear reason as to why their child is absent. All absence information from parents will be recorded by the class teacher or office staff. The percentage of authorised and unauthorised absences is carefully monitored and reported on annually for individual children and as a whole school.

## UNDERSTANDING TYPES OF ABSENCE

Every half day absence from school is classified by the school (not by Parents/Carers) as either **AUTHORISED** or **UNAUTHORISED (not authorised)**.

- **Authorised absences** are mornings or afternoons away from school for a valid and permissible reason.
- **Unauthorised absences** are those that the school does not consider reasonable and for which no “leave” has been given.

### 1. Illness

If the absence is as a result of illness it is generally **authorised**. Parents should inform the school by telephone, (before 9:00am) explaining the reason for absence that day. Verbal messages are logged on the school register. If parents anticipate that the illness may be for more than one day, they should advise staff of this at the first point of contact and (depending upon the illness) we will not expect parents to call again unless circumstances change.

### 2. Appointments

Parents must produce a valid reason for absence, which the school will use to determine authorisation in conjunction with a child’s attendance record. Authorisation will not be given for pupils to miss school for medical appointments, including doctors, dentists, opticians etc. **except in very exceptional circumstances**. This includes children leaving school early to get to an appointment on time. **Parents should not make appointments for your child during school hours.**

### 3. Unexplained Absences

**Absence without a valid reason, or where no explanation is given, is unauthorised.** When parents do not ring in, write a letter in, or inform staff verbally of the reason for absence, staff will actively pursue the parent/carer for a reason as to why the child is away from school. If no reason comes back then the absence is listed as **unauthorised**. **Absences can be authorised retrospectively once an explanation has been given.**

Examples of absences (this is not a definitive list and the decision to authorise an absence rests with the Headteacher)

<b>Authorised Absence</b>	<b>Unauthorised Absence</b>
<ul style="list-style-type: none"><li>• Genuine illness of the student</li><li>• <u>Urgent</u> hospital/dental/doctor’s appointment for the student</li><li>• Religious observances</li><li>• External exams, educational assessments and supervised educational activities</li></ul>	<ul style="list-style-type: none"><li>• Family term time holidays</li><li>• Routine dental check-up</li><li>• Shopping, day trip, birthday treat</li><li>• Oversleeping due to a late night for example late return from family event etc.</li><li>• Looking after other children / other family member</li><li>• Appointments for other family members</li></ul>

### 4. Leave of Absence

The government states that schools are not allowed to grant a holiday in term time and all requests are known as a **leave of absence**. The law clearly states that parents do not have the right to take their child out of school for holidays/leave of absence during term time. Parents have a legal duty to make sure their child, if registered at a school, attends regularly. Furthermore, parents and carers are reminded that **government guidance clearly states that schools may only agree to a leave of absence in ‘exceptional’ circumstances.**

The law states:

*Only **exceptional** circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as:*

- *the nature of the event for which leave is sought*
- *the frequency of the request considering records for the last three years*
- *whether the parent gave advance notice and any patterns of absence*
- *time of year of the request*
- *the pupil's attainment*
- *attendance*
- *ability to catch up on missed schooling*

Parents are requested to complete a Leave of Absence form, for any requests for leave of absence (see appendix 1). **The application should state clearly why the request is 'exceptional'**; the Headteacher cannot grant any leave of absence during term time unless there are **exceptional** circumstances. The Headteacher will then decide whether an absence can be authorised. It is up to the Headteacher to determine if the circumstances are 'exceptional', and up to the Headteacher to determine the number of school days a child can be away from school, if leave is granted.

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. 'Unavoidable' means an event which could not reasonably be scheduled for any other time.

Holidays which are taken for the following reasons will **not** be authorised:

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

These examples are illustrative rather than exhaustive.

All requests will be considered individually and parents will receive written notification of the Headteacher's decision. **Any holiday taken without the Headteacher's authorisation will be automatically recorded as unauthorised absence.**

Consequences of unauthorised leave of absence may include:

- The possibility of a penalty notice (see below) being issued (to each parent for each child);
- The possibility of prosecution under section 444 of the Education Act 1996 for repeat offences of unauthorised holidays. Regular and punctual attendance at school is a legal requirement under Section 7 of the Education Act 1996;
- The possibility of losing the school place. See section Deletion from the Register below;
- The possibility of a fine of up to £1000 and a criminal record. Failure to pay a penalty notice could result in the Local Authority commencing legal proceedings for the offence of not ensuring a child's regular school attendance. If found guilty, this may result in a fine of up to £1,000 and a criminal record.

## PENALTY NOTICES

The Headteacher can decide to issue a Penalty Notice in line with Kirklees Code of Conduct. A Penalty Notice Fine is £60 (per parent, per child) if paid within 21 days and £120 (per parent, per child) if payment is received after 21 days but within 28 days. Kirklees Council retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecution in the event of non-payment). The School do not receive any revenue from Penalty Notices.

Under the code, penalty notices may be issued:

- If parents have not sought permission from the Headteacher before taking their child out of school for leave during term-time;
- If the Headteacher has refused the request but the absence occurs anyway;
- If a child stays away from school for longer than has been agreed with the Headteacher, the school will record this as an unauthorised leave on the child's school record;
- Where the individual leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 consecutive school sessions (5 school days). The 10 school sessions may be split over weekends or holidays.

Additionally, if a pupil has been suspended or excluded, the pupil may not be in a public place during the period of suspension/exclusion without just cause (such as attending a medical appointment). If that pupil is seen in a public place, a penalty notice is issued to each parent of each child. This is for £60 if it is paid within the first 21 days, increasing to £120 if paid after 21 days but within 28 days.

Legal guidance states:

*“Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their children of compulsory age regularly attend the school where they are registered or at a place where alternative provision is provided. They can only be issued by the head teacher or someone authorised by them (a deputy head, a local authority officer or the police). All schools and the police must send copies of penalties issued to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences.”*

### Deletion from the Register

In very exceptional circumstances, the school has the right to remove a child from the register (Regulation 8 of the Pupil Registration Regulations 2006).

The regulation allows for deletion from the register under the following circumstances:

- Where leave has been authorised, if the pupil fails to return within 10 school days of the agreed return date. The school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before removing pupils from the school roll;
- Where leave has not been authorised, after 20 days of unauthorised absence.

The school will make a referral to the CME (child Missing Education) Team in when considering the possibility of removing a pupil from the school register. The school will notify the Local Authority in advance of the deletion when it becomes aware that a deletion from the school register will be made.

### Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the year **for whatever reason**. Absence at this level is proven to do considerable damage to any child's educational prospects and we need the support and co-operation of parents and carers to improve this. If the attendance drops below 90% we may inform the Local Authority Attendance & Pupil Support Officer (APSO). The APSO may then contact parents/carers.

## PUNCTUALITY

Most of our pupils arrive at school on time, however a small minority of pupils continue to arrive late. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day. Punctuality gets the day off to a good start, establishes positive patterns for the future, helps children develop, make and keep friends, leads to self-confidence and success and is good training for adult life and work. Lateness gets the day off to a bad start, can be embarrassing for children, may damage a child's confidence, can damage their achievement and disrupts learning for everyone. Being on time is a very important lesson to learn.

What are the consequences of being 10 minutes late each day?

- Almost a whole hour of lessons missed each week for the child, which over the year adds up to nearly two whole weeks of schooling;
- A child will miss his/her teacher's instructions for the first lesson;
- Children are often very embarrassed and upset at coming into class late;
- Arriving late causes disruption to the whole class, as well as to the child who is late as registers and school dinner numbers will have already been sent to the office.

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

### **Procedure for lateness.**

Any child arriving at school after 9:00am but before 9:30am in the morning is deemed to be late and an 'L' code will be recorded in the register. The late child is to report to the office where they will be recorded on the system as present. A child who arrives after 9.30am will be marked as an unauthorised absence for that session and a 'U Code will be recorded' unless the school has been informed previously of a legitimate reason for lateness e.g. emergency doctor's appointment.

When persistent lateness becomes a cause for concern the school will write to parents drawing their attention to this fact. If lateness does not improve then a further letter may be sent and the matter referred for further action.

## WORKING TOGETHER TO HELP YOUR CHILD

The home/school partnership that we share is very important to us. We ask that you support our school in its effort to improve attendance and punctuality and we really appreciate your co-operation.

As parents/carers we ask that you do the following:

- Ensure that pupils attend school regularly;
- Inform school on the first day of absence of expected day of return;
- Ensure that pupils arrive at school on time.

The School will do the following:

- Mark the register at the beginning of each session;
- Record authorised and unauthorised absences;
- Monitor attendance regularly;
- Inform parents of pupil attendance at least termly, or more regularly where attendance begins to present a cause for concern;
- Refer causes for concern to the Attendance & Pupil Support Officer (APSO)
- Have procedures in place for improving attendance;
- Ensure that no pupil is discriminated against because of background, culture, religion or educational needs.

Governors will do the following:

- Fulfil their role and responsibility for pupils' attendance at school and monitor both the attendance data and strategies employed by school.
- Enable the Headteacher to manage attendance and punctuality.

## REPORTS AND ACTION

Children's attendance and lateness will be included in the annual report to parents and discussed at parents' evenings. We monitor all absence thoroughly. The following procedures will be followed by the school in order to track attendance and prevent persistent absenteeism.

Parents will receive a colour coded letter termly to inform them of their child's attendance (see appendix 2). In addition to this, if a child's attendance falls below 95% the attendance team will send a letter to the parents. If attendance still continues to drop, then the attendance team will send out a follow up letter to the parents outlining concern, offering support and setting out expectations for improvement. If the attendance drops below 90% we may inform the Local Authority Attendance & Pupil Support Officer (APSO). The APSO may then contact parents/carers.

It should also be noted that failure to ensure your child's regular attendance at school may result in legal action being considered. If legal action is approved by the Kirklees Legal Intervention Panel, the matter is heard in Magistrates' Court for the offence of knowingly failing to ensure your child's regular school attendance (s444(1)(a) Education Act 1996). If found guilty, this carries a penalty of up to £2,500 or up to 3 months imprisonment and you will receive a criminal record. Additionally, other community orders may be attached.

In the case of falling attendance we like to give parents every opportunity to resolve the situation and the school and the APSO will provide every assistance. If parents are struggling for any reason with absence or lateness, they should get in touch as we have many ways in which we can help.

**Appendix 1**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

Please return this form to the school office for the attention of the Head Teacher. The Head Teacher will inform you of the decision in writing as soon as possible.

Child/children's name and class

First date of absence

Last date of absence

Number of days

Please explain the **exceptional** reason for this absence request (please see Attendance Policy for further details). Please attach supporting documentation where possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Child \_\_\_\_\_

.....

*For office use only:*

Authorised/Unauthorised

Comments:

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

## Appendix 2 Termly Attendance Letter

Dear Parents and carers,

### Re: Your child's attendance

We are sending you this colour coded letter based on your child's attendance at school between [DATE] and [DATE].

**Pupil name:**

**Percentage attendance:**

<b>Green</b>	<b>Attendance 96% and above</b>
<b>Amber</b>	<b>Attendance between 95.99% and 90%</b>
<b>Red</b>	<b>Attendance 89.99% or below</b>

The information below shows how attendance can affect your child's future progression if their attendance were to continue at their present level throughout the year.

<b>Above 97%: Less than 6 days absence a year</b> Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for secondary school and college.
<b>95%: 10 days absence a year</b> These pupils are likely to achieve good grades and have opportunities for secondary school and college, but could still improve their attendance!
<b>90%: 19 days absence a year</b> Pupils in this group are missing a month of school per year. It will be very difficult for them to achieve their best. Progress for these children will be slower than their peers, they are less likely to engage in learning and enjoy their education.
<b>85%: 29 days absence a year</b> Pupils in this group are missing six weeks of school per year, it will be very difficult for them to keep up with work and they are unlikely to do their best.
<b>80%: 38 days absence a year</b> Pupils in this group are missing over half a term of the school year. It will be almost impossible to keep up with work. Progress for these children will be significantly impacted. Even with support they are unlikely to catch up.

At Headlands CE (C) JIN School we are committed to improving attendance as this will have an impact on your child's attainment. Your child's class teacher will discuss your child's attendance with you during Parents' Evening.

## Appendix 2 Termly Attendance Letter continued

### Key Information

If your child is absent from school, they miss lessons which may not be repeated. Being absent from school makes it hard to catch up with missed work and effects how well children do.

### Some questions to consider

1. If my child has time off at primary school, does it make that much difference?
2. They can catch up eventually, can't they?
3. So a couple of days off isn't that much work missed, is it?

### **How much lesson time do they miss when they are off?**

- Half day absent = 3 hours of lessons missed.
- 1 day absent = 5 hours of lessons missed.
- 3 days absent = 15 hours of lessons missed.
- 1 week absent = 25 hours of lessons missed.
- 2 weeks absent = 50 hours of lessons missed.

### **Possible to catch up but when? Lunch time, break time, extra homework?**

Here is your child's spare time in a school day:

- Break = 15 minutes each day
- Lunch = 30 minutes each day (after children have eaten their lunch)
- Homework = depends how long you are willing to do? We can give you the work and instructions to do this.

So, if they use this time to catch up here is what they would have to do:

- 1 hour of lessons missed = 1 lunchtime and 2 breaks or 2 lunchtimes or 1-hour extra homework.
- 3 hours of lessons missed = 6 lunchtimes or 4 lunchtimes and 4 breaks or 3 hours extra homework.

Unfortunately, the more that is missed the longer it takes to catch up.

## Attendance Below 95% (Letter 1)

Parents name

Address

Date:

Dear

### Re: Attendance Below 95%

As a school, we expect all children to attend, on time, every day. We monitor attendance very closely because of the detrimental effect it can have on children's learning and academic progress. We understand that children get ill and family life can be hectic and 100% attendance can be difficult to achieve. However, 95% attendance means a child is missing the equivalent of  $\frac{1}{2}$  a day every two weeks.

We would like to bring to your attention that (child's name) currently has (no.)% attendance and to inform you that we will now be monitoring **(name)**'s attendance over the next 6 school weeks. We expect to see their attendance improve and that they will meet the target of 96% attendance.

If there is a reason why (child's name) is having so much time off school that we are not already aware of, please let us know. All information provided will be treated with the strictest confidence and we may be able to help.

Should you require support in this matter please do not hesitate to contact the school or myself at the above address.

Thank you for your co-operation in this matter.

Yours sincerely,

Ashleigh Dunn  
Headteacher

## Improved Attendance (Letter 2)

Parents name  
Address  
Date:

Dear

### Re: Improved Attendance

We wrote to you on **(date)** explaining our concerns about your child's attendance. You were informed of the level of your child's attendance at that date and set the target attendance of 96%.

We have now reviewed your child's attendance and are pleased to inform you that it has greatly improved, your child's attendance over the 6 weeks we monitored was **0%** Their attendance since the start of the school year is now **0%**

We would like to thank you for your co-operation in this matter and look forward to the good progress being maintained.

Yours sincerely,

Ashleigh Dunn  
Headteacher

## Attendance Letter Below 95% (Letter 2)

Parents name  
Address  
Date:

Dear

### Re: Attendance Remaining Below 95%

We wrote to you on **(date)** explaining our concerns about your child's attendance. You were informed of the level of your child's attendance at that date and set the target attendance of 96%.

We have now reviewed your child's attendance for that period and are disappointed to find that the target has not been achieved.

Over the last 6 week monitoring period your child achieved ( ) % attendance. Your child's overall attendance for the year is ( ) which is likely to be having a negative impact on their learning.

I would like to invite you into School on **date at** to discuss how we can work together to improve **(name)'s** attendance. I look forward to meeting you and working together to make sure **(name)** takes full advantage of their education.

Yours sincerely,

Ashleigh Dunn  
Headteacher

**Attendance Below 95% Meeting - Did Not Attend (Letter 3)**

Parents name  
Address  
Date:

**Re: Attendance Below 95%**

Dear

You may remember that you were invited to a meeting at **(school)** on **(date)** which you failed to attend. This meeting was to enable us to discuss concerns in regard to your **child(ren)**'s school attendance.

In your absence a further 4 week monitoring period was set **(dates)**

It is expected that your child will achieve a minimum of 96% attendance over this period.

I must emphasise to you that you have a legal responsibility to ensure that **(child)** attends regular education; failure to do so can lead to a Penalty Notice Fine being issued which could be as much as £60 per parent, per child. You could also face court proceedings if you fail to pay the fine.

If your child is absent from school for a valid reason you must contact the school immediately to let them know why they are absent and how long they will be absent from school. We will require medical proof relating to illnesses and appointments.

Yours sincerely,

Ashleigh Dunn  
Headteacher

## Attendance Below 95% Meeting (Letter 4)

Parents name  
Address  
Date:

**Re: Attendance Below 95%**

Dear

Thank you so much for attending the meeting regarding your child/ren's attendance which took place on **(date)**.

We all agreed that a further 4 week monitoring period was set **(dates)**.

It is expected that your child will achieve a minimum of 96% attendance over this period.

I must emphasise to you that you have a legal responsibility to ensure that **(child)** attends regular education; failure to do so can lead to a Penalty Notice Fine being issued which could be as much as £60 per child, per parent. You could also face court proceedings if you fail to pay the fine.

If your child is absent from school for a valid reason you must contact the school immediately to let them know why they are absent and how long they will be absent from school. We will require medical proof relating to illnesses and appointments.

Thank you for attending the meeting and showing a continued commitment to working with school in partnership to improve your child/ren's attendance.

Yours sincerely,

Ashleigh Dunn  
Headteacher

## Late Letter 1

Re: Late Sessions

Dear

As part of our commitment to improving the attainment of our pupils we monitor attendance and punctuality on a regular basis. During a recent register inspection, it was noted that \_\_\_\_\_ has accrued \_\_\_\_\_ late sessions this academic year.

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

We understand that the school mornings can be very hectic, but when your child is late for school not only are they missing out on vital parts of the lesson, they are also disrupting their class; I am sure you can appreciate that many children often feel very embarrassed about this.

I am therefore writing to request your support in this matter, and should there be anything that we can do to help, please do not hesitate to contact me.

Yours sincerely,

Ashleigh Dunn  
Headteacher

## Attendance Codes

- B Educated off site (NOT Dual registration)
- C Other authorised circumstances (not covered)
- D Dual registration (pupil attending other establishment)
- E Excluded (No Alternative provision Made)
- G Family holiday (NOT agreed or days in excess)
- H Annual family holiday (agreed)
- I Illness (NOT medical or dental etc. appointment)
- J Interview
- L Late (before registration is closed)
- M Medical / Dental appointments
- N No reason yet provided for absence
- O Unauthorised absent (not covered by other codes)
- P Approved sporting activity
- R Religious observance
- S Study leave
- T Traveller absence
- U Late (after registration is closed)
- V Educational visit or trip
- W Work experience
- # Planned whole or partial school closure
- Y Unable to attend due to exceptional circumstances (e.g. no mains water)
- X Non-compulsory school age absence
- Z Pupil not on roll

**Further information on attendance codes is available on the DFE (Department for Education) Website**

**[School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)**