



Jarrow Cross Church of England Primary School Attendance Policy 2024

School Mission Statement

Jarrow Cross Church of England Primary School provides a caring, Christian environment where EVERYONE is welcome and given the opportunity to develop their full potential

Rational

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 \(applies from 19 August 2024\)](#) through our whole-school culture and ethos that values good attendance. 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 Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Why do we need a policy?

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Jarrow Cross CE Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours. Every lesson counts.

Attendance can often be an indicator that a child is experiencing difficulties. We acknowledge that children must be protected and attendance issues may lead to consideration under child protection procedures.

What does this policy do?

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Aims of the policy

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

We maintain and promote good attendance and punctuality through:-

- 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
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually by setting out these responsibilities in the school prospectus and home school agreement.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness. Staff identify patterns in attendance such as siblings absent at the same time or regular absence on the same day of the week.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Roles and responsibilities

The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents

- 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

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
- Working with the parents 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 through all available channels

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 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 Senior Attendance Champion role is shared by Susan McBeth Head Teacher and Alex Stobbs and can be contacted via 01914898354.

The Attendance Officer

The school attendance officer is responsible for:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carer to where appropriate, to The Head Teacher or Attendance Champion in order to provide them with more detailed support on attendance
- 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 Senior Attendance Champion responsible for attendance, and the headteacher

- Working with LA Attendance officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices and improvement notices
- To report attendance statistics to South Tyneside Council and the DfE where requested.

The attendance officer is Sandra Hutchison and can be contacted via 01914898354.

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 by 9.15am and 10 minutes after the afternoon session begins.

Parents

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 and on time (when their child is well enough to attend school)
- Call the school to report their child's absence on the day of the absence and advise when they are expected to return (For further information see Daily procedures below)
- 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

Pupils

Pupils are expected to:

- Attend school every day, on time unless an adult has deemed them unwell.

Recording attendance

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 morning school day and once during the afternoon 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.

The school day starts at 9am and ends at 3.30pm.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.30am. The register for the second session will be taken at the beginning of the afternoon session and will be kept open until 10 minutes after registration.

Reporting to parents

The school will regularly inform parent/carers about their child's attendance and absence levels via yearly written reports and when necessary as part of our monitoring system.

Daily Procedures

The processes for implementing these procedures in this school are as follows:-

Registration

- The school operates a drop off system between 8.45am and 9am. A member of staff will supervise each year group door from 8.45am. The school day starts at 9am. All year group doors will be closed at 9:00am. If a child arrives after 9am they must enter school via the main office.
- Each class teacher has the responsibility for keeping an accurate record of attendance.
- Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The online attendance register must be completed by the class teacher by 9.15am and by 1.30pm. (Attendance code / and \ for pupils who are present) These online registers are then returned to the school office.
- All attendance records are documented using RM Integrus software, which is supported by the Local Authority.

Parents/carers should contact the school on the first day of their child's absence by 9.30am and then then the 3rd, 6th day of absence etc . The main points of contact in our school for reporting absence are Mrs Thirkettle and Miss Hutchison. Both staff work in our school office every day from 8:30am.

School can be notified by:

Telephone: 01914898354

Email: [attendance @jarrowcross-pri.s-tyneside.sch.uk](mailto:attendance@jarrowcross-pri.s-tyneside.sch.uk)

Messages can be left on the answer machine as these are checked each morning.

Parents are advised not to notify the school of any absence via Dojo our parent/teacher communication tool.

When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence and the expected date of return to school. All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then a text and phone call will be sent requesting these details from parents/carers. If contact has not been made by a specified date then the absence will be recorded as an unauthorised absence.

First Day Contact

Where a child is absent from school and we have not received any communication from the parent, then we initiate a first day contact process. Miss Hutchison checks all of the registers on a daily basis, to identify those pupils who are absent. There are occasions when staff are unaware why the child is absent, therefore school will initiate contact by sending a text to the parent/s. If no contact is received a telephone call will immediately be made with the parent to check the reasons for the child's absence. You can help us by informing us of your child's absence as soon as possible, thereby avoiding being disturbed by a phone call from school. Where parents/carers have not responded to the telephone call, messages will be left on answer machines. If your child is absent for two days and school has not heard a reason why, you will receive a home visit from our Family Worker Miss Alex Stobbs.

Continued Contact

In the case of prolonged absences school will continue with regular home visits, provide opportunities for the child to visit the school setting and provide parents with the opportunity to be supported by our family worker. This will allow parents to explore potential barriers to their education thus ensuring continued 'eyes on the child'.

In the instance of a child who is part of an ongoing Child Protection Case is absent, a home visit may be initiated on the first day and each subsequent day of absence.

Punctuality

The school day starts at 9am. The school actively discourages regular late arrival as it causes disruption to the class and also draws unnecessary attention to the child, which can lead to embarrassment.

If your child is

- 5 minutes late each day = 3 days lost
- 10 minutes late each day = 6.5 days lost
- 15 minutes late each day = 10 days lost
- 20 minutes late each day = 20 days lost in a school year.

Children's punctuality will be regularly monitored if any issues are identified parents will then be invited to a meeting with Miss Stobbs Family worker to discuss this matter.

Addressing attendance concerns and Monitoring of Attendance

It is important for children to establish good attendance habits early on in their primary school career. In primary school we rely upon parents to ensure their child attends school regularly and punctually. Therefore, where there are concerns regarding attendance parents are always informed of our concerns. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. The school has implemented the A Star Attendance Monitoring System. This 4- stage monitoring system as detailed below is used to indicate the level of the children's attendance.

Stage 1 - Pupils who have an attendance of 95% or below.

Action - A letter will be sent out reminding parent/carer of the importance of good attendance.

Stage 2 - Pupils continue to have attendance of 95% or below and have made no improvement.

Action - A letter will be sent home with a parent survey requesting more information to be provided to school about the absence. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have of their child's school attendance. If necessary, an attendance review meeting will be organised.

Stage 3 - Pupils who continue to show little, or no improvement and their attendance has not reached the target of 96% or above.

Action - A letter and survey will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided. If necessary, an attendance review meeting will be organised.

Stage 4 - Pupils who have not passed the 4-week monitoring period will now be considered for referral to the local authority.

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

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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to facilitate discussions with pupils and families, and to the governing board and school leaders
- 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

Promoting Good Attendance

We celebrate excellent attendance throughout Primary School: Weekly Lucky Dip 100% Attendance, best class attendance 50 DOJO points

Termly 100% attendance and most improved attendance certificates

Attendance Assembly with prizes for Parents

Yearly 100% Attendance Prizes and trophy for class with the best attendance

Authorised and unauthorised absence

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- see below

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

At Jarrow Cross we define 'exceptional circumstances' in this context as being unique and significant emotional, educational or spiritual value to the child, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but the normality will be that requests for authorised absence will be refused.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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 one month before the absence, and in accordance with any leave of absence request form, accessible via the school website and 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, barges (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
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

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
- In the case of prolonged absences continue with regular home visits or provide opportunities the child to visit the school setting ensuring continued 'eyes on the child'.

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

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.

Penalty notices

The headteacher, 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.

From 19.8.24 regulations have changed-

Penalty notices can now be issued for 10 sessions of unauthorised absence within a 10-week period, even if those sessions are not consecutive. So, if you have 10 individual days of unauthorised absence within that timeframe, it would meet the criteria for 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)

- Penalty notices can now be issued for 10 sessions of unauthorised absence within a 10-week period, even if those sessions are not consecutive. So, if you have 10 individual days of unauthorised absence within that timeframe, it would meet the criteria for a penalty notice.
- 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

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).

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.

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

Supporting pupils who are absent or returning to school-

Pupils absent due to complex barriers to attendance including mental or physical ill health or SEND.

At Jarrow Cross we will work closely with parents and other agencies to support a successful return to school, this may include but is not inclusive to managing or being part of an Early Help Plan for the family. 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.

Pupils returning to school after a lengthy or unavoidable period of absence

Jarrow Cross will work closely with parents/carers and where deemed necessary implement a flexible or reduced timetable.

Monitoring arrangements

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

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Updated May 2025 (to be ratified by Governors June 2025)

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays