



HAILEY HALL SCHOOL

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ATTENDANCE POLICY

Date last reviewed: Autumn Term 2024

Review date: Autumn Term 2025

Responsible Person: Deputy Headteacher (BA)

Approved Committee: A&S

Endorsed Committee: BOT

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1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy.

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Board of Trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary.

3.3 The Attendance officer and Attendance lead

The School Attendance officer and Attendance lead:

- Monitors attendance data across the school and at an individual pupil level
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents / carers to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Advises the Headteacher when to issue fixed-penalty notices.

3.4 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 Attendance Improvement officers to tackle persistent absence
- The Attendance officer is responsible for recording attendance daily, using the correct codes, and submitting this information onto SIMS and Behaviour Watch.

3.5 School Office staff

School Office staff, along with the Attendance officer, are expected to:

- 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 [Attendance officer and or Attendance lead] in order to provide them with more detailed support on attendance.

3.7 Parents / carers

Parents / carers are expected to:

- Make sure their child attends every day / timetabled session on time
- Call the school to report their child's absence before 9.00 a.m. on the day of the absence and each subsequent day of 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.

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils on 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 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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at school by 8:45 a.m. on each school day.

The register for the first session will be taken at 8:45 a.m. and will be kept open until 9:30 a.m. The register for the second session will be taken at 13:10 p.m. and will be kept open until 13:45 p.m.

4.2 Unplanned absence

The pupil's parent / carer must notify the school on the first day of an unplanned absence by 9:00 a.m. or as soon as practically possible (see also section 7).

To support the authenticity of an illness, the school may ask the pupil's parent / carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence.

Absence due to illness as may be marked as unauthorised if the school believes the information provided by the parent / carer is inaccurate; the school can be provided with supporting evidence such as:

- Medical certificate
- Letter from a GP
- Copy of a prescription linked to the date of the absence and nature of the absence.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents / carers will be notified of this. There may be instances where absences for illness or other circumstances become too frequent giving the school reason to fulfil their duty to challenge and subsequently support. This could be by referring the pupil and / or family directly to other agencies that can help improve the situation.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent / carer notifies the school in advance of the appointment. To do this the parent / carer must contact the Attendance officer.

However, we encourage parents / carers 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 / carer 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.

4.4 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

Supporting early identification of punctuality issues, the Attendance officer monitors and reports pupil lateness liaising with the Transport lead and the Attendance lead.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Call the pupil's parent / carer 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 contact the police / other supporting agencies
- 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
- Call the parent / carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Attendance Improvement officer.

4.6 Reporting to parents / carers

Parents / carers receive regular communication, such as:

- Parents / carers receive weekly communication via the Form Tutor on the child's attendance
- Parents / carers receive first-day contact calls from the Attendance officer
- Parents / carers receive an attendance overview during the annual EHCP review
- Parents / carers receive an attendance overview during learning review evenings

- Parents / carers receive both warning and positive letters sent to the home address by royal mail post.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

However, the guidance suggests that Headteachers should not consider birthdays, cheap holidays, shopping trips, visiting, or being visited by family and friends as exceptional circumstances. Parents / carers may be required to attend a meeting to discuss the request in more detail with the Headteacher and / or the Attendance lead.

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

Valid reasons for **authorised absence** include:

- Illness supported by medical evidence as stated previously 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 parents / carers belong. If necessary, the School will seek advice from the parents' / carers' religious body to confirm whether the day is set apart
- Traveller pupils 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.

5.2 Reducing persistent absence

The school undertakes to follow up on any unexplained absence as quickly as possible.

The following procedures will be followed if a child is absent:

- First-day contact for every pupil, with subsequent calls until they return
- Weekly monitoring by designated school staff
- Tutors can be asked to arrange meetings and phone call with parents / carers to discuss issues affecting regular attendance
- Letters sent to the home address to explain the importance of attendance, and the consequences of unauthorised absences
- Further meetings will be held with the Attendance lead if attendance does not improve
- Home visits can be made if agreed with the Senior Leadership Team
- A meeting with a member of the Safeguarding team if a child's attendance does not improve and there is no valid reason for sustained absences
- A further meeting may include a representative from the Local Authority during which further support will be identified and legal procedures may be considered

- Request for medical evidence that a child is too ill to attend school may be sought when a child's attendance falls below 90%
- Referral to the Attendance Improvement team for fixed penalty fine / open case.

5.3 Legal sanctions

The School or Local Authority can fine parents / carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent / carer must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the Local Authority.

Penalty notices can be issued by a Headteacher, Local Authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- Weekly attendance award
- Positive behaviour points are available for 100% weekly attendance
- Half termly whole tutor reward for most improved attendance
- Certificates and vouchers at the end of term for best attendance in each year group
- Attendance display boards updated weekly promoting good attendance
- Positive attendance letters sent to the home address to congratulate improved or consistent attendance
- Attendance is discussed / congratulated within a child's Annual EHCP to parent / carers
- The school reviews individual and whole school attendance data and barriers to learning both internally and with the Local Authority as required to improve outcomes for attendance
- Referral to the Attendance Improvement team for fixed penalty fine / open case.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence 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 compare attendance data to the national average and share this with the Board of Trustees.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents / carers of pupils who the school (and / or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance.

The Attendance officer monitors and reports pupil absence weekly to the Senior Leadership Team. The Attendance officer has a weekly strategy meeting with the Attendance lead.

A pupil's parent / carer is expected to call the school in the morning if their child is going to be absent due to ill health or any other factor (see section 4.2).

The pupil's parent / carer is expected to call the school each day their child is ill.

If a pupil's absence is prolonged, the School will contact the parent / carer of the pupil to discuss the reasons for this. The School will also put into place regular welfare checks if a pupil's absence is greater than 10 consecutive school days, this is subject to mitigating factors.

If a pupil's absence continues to rise after contacting their parent / carer, we will consider involving an Attendance Improvement officer.

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

Pupil-level absence 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 compare attendance data to the national average and share this with the Board of Trustees.

The school collects and stores attendance data using SIMS, Behaviour Watch and Microsoft Office Power BI to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support.

8. Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum annually by the Attendance lead. At every review, the policy will be approved by the Headteacher.

9. Links with other policies

This policy links to the following policies:

- Missing from education policy
- Child protection and safeguarding policy
- Behaviour policy
- Hertfordshire Elective Home Education Policy
- Essex Elective Home Education Policy

Appendix 1: attendance codes

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non –compulsory school age) whose name is listed in the admissions register at the time (exception boarder).

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA.	<ul style="list-style-type: none"> The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision. 	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip. Arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. 	Attending an approved educational activity (present)

		<ul style="list-style-type: none"> Code V can only be used if the pupil is present at the visit. 	
P	<p>Participating in a Sporting Activity</p> <p>P code can only be used if the pupil is present at the activity</p>	<ul style="list-style-type: none"> P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. the activity is of an educational nature. the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. 	<p>Attending an approved educational activity (present)</p>

W	Attending Work Experience	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. • the activity is of an educational nature. • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. 	Attending an approved educational activity (present)
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<p>B</p>	<p>Attending any other approved Educational Activity</p>	<ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. • the activity is of an educational nature. • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. <ul style="list-style-type: none"> • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register 	<p>Attending an approved educational activity (present)</p>
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D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. 	Not a possible attendance (neither present or absent)
		<ul style="list-style-type: none"> Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed u 	

3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> Agreement in Advance Application by parent child normally lives with In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination		Authorised absence

X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present or absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time. • Temporary • See Working Together to improve attendance 	Authorised Absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school 	Authorised absence

		where their parent(s) is travelling and be dual registered at that school and their main school.	
R	Religious Observance	<ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) 	Authorised Absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). <p>Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p>	Authorised Absence
E	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education 	Authorised Absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school	Not a possible attendance

		and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g., due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	Not a possible attendance

Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial, or sentencing, or • detained under a sentence of detention. <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are</p> <p>serving a community based (i.e., non-detained) part of a sentence of detention, referral order, or youth</p> <p>rehabilitation order that requires them to be absent during the school day</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease. 	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>	Not a possible attendance

6. Absent for unauthorised reasons.

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised absence
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes	Unauthorised absence

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED