



## ATTENDANCE POLICY

This Policy was approved Governors:	October 2025
This Policy was shared with staff:	December 2025
Implementation of this Policy will be monitored by:	Head Teacher and Governors
Monitoring will take place at regular intervals	
The Policy will be reviewed annually or more regularly if needed.	
Policy Review Date:	October 2025
Date of next Review:	<b>December 2026</b>

## **1 AIMS**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

Setting high expectations for the attendance and punctuality of all children

- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every child 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 children have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **2 LEGISLATION AND GUIDANCE**

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

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

## **3 ROLES AND RESPONSIBILITIES**

### **3.1 The governing board**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, children and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific children, 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 children who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all children, but adapts processes and support to children's' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual children 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 children's' needs
- 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 children, 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

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

### **3.3 The designated senior leader responsible for attendance**

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

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

The designated senior leader responsible for attendance is Laura Jewitt and can be contacted via 01689816060 or [ljewitt@poverest.co.uk](mailto:ljewitt@poverest.co.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Gemma Dennard-Marshall and can be contacted via 01689816060 or [admin@poverest.co.uk](mailto:admin@poverest.co.uk)

### **3.5 Class teachers**

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

### **3.6 School office staff**

School office staff will:

- 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 head/pastoral lead where appropriate, in order to provide them with more detailed support on attendance.

### **3.7 Parents/carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
  - Make sure their child attends every day on time
  - Notify the school to report their child's absence before 8am 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
  - Keep to any attendance contracts that they make with the school and/or local authority
  - Seek support, where necessary, for maintaining good attendance, by contacting Kerry Boorman, family liaison officer, who can be contacted via 01689816060 or [kboorman@poverest.co.uk](mailto:kboorman@poverest.co.uk)

### **3.8 Children**

Children are expected to attend school every day on time

## **4. RECORDING ATTENDANCE**

### **4.1 Attendance register**

We will keep an electronic attendance register, and place all children onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every child 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 [For children of compulsory school age]
- The nature of the activity, where a child is attending an approved educational activity
- The nature of circumstances, where a child 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 8:30-8:45 am and ends at 3:00-3:10pm.

Children must arrive in school by 8:45am on each school day.

The register for the first session will be taken from 8:30 and will be kept open until 9:00. The register for the second session will be taken from 12:30 and will be kept open until 13:30. This is because we have a staggered start to the day for different year groups and also a staggered lunchtime.

#### **4.2 Unplanned absence**

The child's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am or as soon as practically possible by using the study bugs app, calling the school office staff who can be contacted via 01689816060 or [admin@poverest.co.uk](mailto:admin@poverest.co.uk)

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

#### **4.3 Planned absence**

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

Parents/carers should request leaves of absence via email to [admin@poverest.co.uk](mailto:admin@poverest.co.uk) or contacting the school office.

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

The child'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 child 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

Parents of children identified with punctuality issues will be spoken to by one of the attendance team.

#### **4.5 Following up unexplained absence**

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

- Call the child'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 child's emergency contacts, the school may carry out a home visit or contact police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the child was absent
- 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 education welfare officer
- Where appropriate, offer support to the child and/or their parents to improve attendance
- Identify whether the child needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with the school will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

#### **How does the school meet 'First Day Calling' procedures?**

The process is as follows,

1. After registers are taken and absence calls are noted we produce the list of children absent with no explanation. We double check in school before we start calling.
2. We call/text everyone on the contact list until you get an answer. We leave messages if there is a voicemail option.
3. Once contact is made, stop this 'first day calling' process and record all actions on Arbor
4. We call/text the contact list at least twice and leave messages where possible. If no reply at all, from anyone on the contact list for the child we consider:
  - Does the child have additional agency support, such as a social worker? Contact them.
  - Do you have any in school intelligence, does anyone know the family?
5. We make a prompt home visit.
6. If we cannot get an answer we refer immediately to children's services / Police – request a welfare call.

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels at termly parents evenings or on the termly report to parents.

### **5. AUTHORISED AND UNAUTHORISED ABSENCE**

#### **5.1 Approval for term-time absence**

The headteacher will allow children 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 child 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, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

We define 'exceptional circumstances' as a one-off event which is unavoidable, for example: a death of a close relative, attendance at a funeral, respite care of a looked-after child, a housing crisis which prevents attendance.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The leave of absence request can be made in writing or via email to [admin@poverest.co.uk](mailto:admin@poverest.co.uk). 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 child's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision
- If the child is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a child 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 child is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the child 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

## 5.2 Legal 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.

### 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 child attends school.

They will include:

- Details of the child'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

## Penalty notices

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

The local authority will issue a penalty notice and inform the school and parent.

Before issuing a penalty notice, the local authority, in discussion with the school will consider the individual case, including:

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

Each parent who is liable for the child'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. 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, each parent must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent/s in respect of the same child, the parent/s must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent/s in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

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

## 6. STRATEGIES FOR PROMOTING ATTENDANCE

We regularly review our approaches to promoting attendance so that they are kept current and are encouraging to the children and families.

- We celebrate good attendance in the weekly assembly through the 'Attendance World Cup'.
- We celebrate good attendance in the weekly newsletter
- Children with good attendance (above 97%) will go into a draw at the end of each term to win a prize.

## 7. SUPPORTING CHILDREN WHO ARE ABSENT OR RETURNING TO SCHOOL

### 7.1 Children absent due to complex barriers to attendance

Where needed, the school will refer to Bromley SEND for further support if we feel a child's needs are not being met. The School may arrange multi-agency meetings to gain further support and advice. If a child is unable to attend school will make regular home visits and may offer some activities to complete at home.

### 7.2 Children absent due to mental or physical ill health or SEND

Where a child has an education health and care plan (EHCP) and their attendance falls, or the school becomes aware of barriers to attendance that are related to the child's needs, the school will create a care plan to meet their medical needs or may inform the local authority. As part of the support, an individual part-time timetable may be put in place. In this situation regular home visits will take place to monitor the plan

and to ensure the child is fully supported with their emotional wellbeing.

### **7.3 Children returning to school after a lengthy or unavoidable period of absence**

Where a child has been out of education for a prolonged period, a part-time timetable may be put in place to ensure a smooth transition back into school. This may include home visits to reassure the child in between school visits.

## **8. ATTENDANCE MONITORING**

Attendance is monitored daily by the attendance officer. They review the absence reporting on a daily basis and escalate cases to the Headteacher and the designated senior leader (Emma Wilson)

The headteacher and designated senior leader (Emma Wilson) monitor the overall data weekly for key groups

The attendance team meets every half term to discuss those persistently absent children and decide on the next steps.

### **8.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual child, year group and cohort level.

Specific child information will be shared with the DfE on request.

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

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

### **8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Identify children 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

### **8.3 Using data to improve attendance**

The school will

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

- 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 child's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific children, where appropriate

#### **8.4 Reducing persistent and severe absence**

Persistent absence is where a child misses 10% or more of school, and severe absence is where a child misses 50% or more of school.

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
- Hold regular meetings with the parents of children 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 children. In doing so, the school will sensitively consider some of the reasons for absence
  - Add the family to a closer monitoring group
  - Send school letter 1 home when attendance goes below 95% for the first time
  - Send school letter 2 home when attendance has not improved or has dropped below 95% again
  - Meetings then take place at school with the Head and Education Welfare Office to create a 'working together agreement' to improve attendance.
  - Implement sanctions, where necessary (see section 5.2, above)

### **9. MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the headteacher and the senior leadership team. At every review, the policy will be approved by the full governing board.

### **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## ATTENDANCE CODES

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

Code	Definition	Scenario
/	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
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>– In police detention</li> <li>– Remanded to youth detention, awaiting trial or sentencing, or</li> <li>– Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays