


Attendance Policy



Oastlers Policy

Approved by Governing Body On	September 2025
To be Reviewed On	September 2026
Signed on Behalf of the Governing Body	

Introduction

Regular school attendance is essential if learners are to achieve their full potential, and make a positive contribution to their lives and the community in which they live. Not being in school means:

- The risk of poor educational outcomes
- The risk of being unable to secure further education, employment or training
- The risk of missing out on new and exciting experiences
- The risk of not having a peer/friendship group
- The risk of mental health deterioration
- The risk of being lonely and isolated
- The risk of not developing key skills

Oastlers School considers every one of those risk to be too significant. To put simply, when children miss school, it affects their learning, their ability to succeed and reduces opportunities and life chances.

The link between attendance in school and attainment is well known.

There is almost universal agreement that learning has not yet recovered from the pandemic. Evidence shows that almost two thirds of schools consider it is still having a major impact on learner achievement. While it is accepted that some of the reasons behind absence is often complex, improving attendance is not a matter for school alone, we rely on support from a number of external agencies with this matter. But most of all, we need your support as our parents and carers.

As a UNICEF Rights Respecting School, we strongly believe that all learners have the right to an education and that all learners should be encouraged to go to school and attend as described in Article 28. Children cannot be expected to achieve their full potential if they do not regularly attend school.

All of our school policies respect the UN Convention 'The Rights of the Child'. In particular, the Oastlers attendance policy refers directly to:-

- Article 28 - every child has the right to an education

This policy is informed by guidance published by the Department for Education (DfE): 'Working together to improve school attendance' and 'Summary table of responsibilities for school attendance': <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

With this in mind, parents/carers have a legal duty to ensure their child attends school regularly.

The policy is published on the school's website. Parents/carers will receive this policy when their child joins the school. The policy will be reviewed and updated as necessary. In doing so, Oastlers will seek the views of learners and parents/carers.

The Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of Oastlers School, supported by our curriculum and policies on safeguarding, bullying, behaviour and SEND.

Oastlers School considers the promotion of good attendance as a key priority in terms of raising the achievement of all learners.

The policy holds dear the notion that all learners must be:

- Safe
- Secure
- Successful

We are committed to working in partnership with learners, parents/carers, the local community and relevant agencies in order to ensure that we continue to improve the attendance of all our learners.

Objective

Our simple objective is to support and encourage all our learners achieve an attendance target of 95% by:

- Reducing the number of learners with persistent absence
- Reducing the percentage of unauthorised absences
- Demonstrating a year on year capacity to improve attendance

Safeguarding

Oastlers recognises that children may be at risk of harm if they do not attend school regularly. The attendance policy has a direct link to the Safeguarding Policy; Understanding Behaviour and Relationships Policy; anti bullying strategies, Special Needs and Disability Policy (SEND) and the Missing Children and Truancy Policy.

Oastlers has also adopted the Local Authority Policies on Children Missing Education and Elective Home Education. All these policies have been endorsed by the School's Local Advisory Board/Trust Board, which support the School in all attempts to improve the attendance and safeguarding agenda.

Development and implementation of this policy will be considered under School obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

Strategies

Oastlers School have high expectations of learners and will encourage good attendance by:

- Ensure absences are only authorised where the school are satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the school.
- Work with learners to explore how good attendance can have short- and long-term benefits.
- Monitoring and referral procedures will be put in place and to ensure for learners whose attendance is a cause for concern are identified promptly. Home will be supported by school to improve this by working together to develop an action plan.
- To provide support through the school's own pastoral systems, including appropriate contact with parents/carers.

- Analyse attendance data, looking for emerging patterns of non-attendance.
- Provide the LA/Trust with accurate attendance data as required
- To provide a stimulating and accessible curriculum, which ensures personalised learning is successful.
- The views of each learner and their parent(s)/carer(s) will be sought regarding their attendance and, this will also inform their attendance target setting process.
- The school's attendance leads will manage multi-agency networks which support the attendance improvement targets for individual learners.
- To ensure clear communication and guidance to learners and parents/carers regarding the importance of good attendance and the implications and consequences of absence.

Attendance Policy: Key Procedures and Expectations

1. Registration and Attendance Codes

- Registers are taken twice daily (AM and PM) in line with DfE coding guidance.
- The attendance register closes 30 minutes after it opens. Learners arriving more than 30 minutes late without a valid reason (e.g. medical appointment) will be marked with a 'U' code (unauthorised absence).
- All learners are expected to attend school unless they are too ill, there is an unavoidable cause, a religious observance, or the absence has been authorised in advance.

2. Daily Absence Procedures

- First-day calling is in place: the school will make daily contact with home for any unexplained absences to ensure learner safety and promote regular attendance.

3. Attendance and Punctuality Expectations for Learners

- Learners are expected to attend school regularly and punctually, aiming for 100% attendance across the academic year.
- Learners must be in the school building by **8.45am**
- Learners arriving between **9.15am and 10am will receive a late mark.**
- Learners arriving after **10am will receive a 'U' code (unauthorised absence)**

4. Attendance and Punctuality Expectations for parents/carers

Parents and carers play a vital role in ensuring good attendance. We ask that you:

- Support your child to attend school on time every day and help them develop consistent routines.
- Arrange routine medical and dental appointments outside of school hours where possible.
- Inform the school in advance of any appointments or valid reasons for absence.

5. Attendance Monitoring (Bradford Intervention Approach)

Attendance data for all pupils will be reviewed **regularly** in accordance with Bradford's Staged Intervention model. This ensures that any emerging patterns of absence are identified promptly. Where concerns persist, appropriate interventions will be implemented starting with early support and informal contact, progressing through formal stages, and escalating to statutory action if necessary. Each stage is designed to work collaboratively with families to remove barriers and improve attendance.

6. Use of Fixed Penalty Notices and Legal Interventions

The school works in partnership with **Bradford Council** to address persistent unauthorised absence. A **Fixed Penalty Notice (FPN)** may be issued when:

- A learner has **10 or more sessions** (5 days) of unauthorised absence in a **10-week period**.
- An **unauthorised holiday** is taken during term time.
- Parents/carers **fail to engage** with support offered.
- Support has been **unsuccessful or deemed inappropriate**.

Parents/carers should make every effort to let the school know why their child is not **attending by 9.00am on the first day of absence**.

If you are unsure whether your child is too ill for school and would like some support please see below: -

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Phone: 01274307456 (Bradford site) 01535281556 (Keighley site)

Email: Bradford Site - office@oastlers.co.uk
Keighley Site - Keighley@oastlers.co.uk

Alternatively if you have access to Arbor please send a message through the app.

Should no contact be made by parents/carers school will try to contact the parent/carer for an explanation as to why their child is absent. If telephone contact cannot be made and there is any doubt about the whereabouts of a learner, the safeguarding team will make a welfare home visit if appropriate. The DSL will decide whether a home visit or contact with another agency should then be made.

Where possible all medical appointments be made outside school hours. Parents/carers may be requested to provide medical evidence before any further absence can be authorised. This can be in the form of a doctor's note, text, appointment card, medication or prescription.

Requests for leave of absence

We expect parents to take their family holiday in the normal school holiday periods. Legislation states schools can give up to 10 days leave of absence **only** in exceptional circumstances and are at the discretion of the Headteacher. In the case of a Child Looked After the learner's respective social worker is the only person who can request such leave during term time.

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher can determine the number of school days a learner

can be away from school if leave is granted.

From 19th August 2024, the Department for Education (DfE) introduced Notices to Improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. They also introduced a more consistent approach to penalties. The minimum fine increased from £60 to £80 per parent and, if the parent fails to pay the fine within 21 days, this is raised from £120 to £160. Only two fines can be issued to the same parent for the same child within a three-year period. A second penalty notice will be charged at £160. The government says a school must consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks across one or more terms or school years. The absence includes late after the register has closed. The Council has the discretion to issue fines before such thresholds have been met, e.g. repeated short holidays and absence for birthdays. The school must share daily attendance data with the government. Schools must provide the Council and (if applicable) social worker and/or youth offending team worker, the name and address of children who miss 15 consecutive days.

To avoid prosecution, parents should provide the school with the appropriate evidence required to avoid unauthorised absences been recorded in the school attendance register **before** prosecution proceedings commence, i.e. immediately at the start of each and every absence. Once prosecution processes commences, the parent will need to present their case to the Council's Prosecution Team and potentially Court of Law for a decision on whether the parent will be prosecuted.

Authorised Absence

Absence can be authorised for a number of reasons. These include, but not limited to:

- Illness
- Medical or dental reasons but we do ask that check-ups and non– emergency appointments are made during holiday times or after school
- Education off site
- Suspension
- Religious observances
- Approved sporting activity
- Enforced closure for the whole school
- Any other exceptional circumstance

We are mindful of learner absence from school due to mental or physical ill health or their special educational need and/or disability, and provide them with additional support.

We recognise many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations and variable moods. But, we expect these learners to attend school regularly.

Rewarding Attendance

School has a system of rewards and incentives for good attendance. These rewards are chosen by our learners.

The promotion of regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and well-being. At Oastlers the views and opinions of learners is recognised by holding termly school council meetings in which learners put forward their ideas around what incentives/rewards they would like for good attendance.

Attendance data is shared during weekly celebration assemblies and displayed on a board in school. Announcements are also posted on the school website. Incentives include:

Attendance Hero's

Can your child be in school every day for the next day days? 10 days = 100% attendance with amazing prizes to be won! Every ten days names will be entered into a draw for a chance of winning the prize and be celebrated as an 'Attendance Hero'!



Class rewards

Classes will be rewarded for excellent attendance. Classes with the highest attendance each week will receive prizes including 'dress down Fridays' or an additional breaktime.

Certificates and letters

Certificate and celebration letters will be posted to parents and carers acknowledging 100%, 95% and most improved attendance.



Implementation

- Attendance reports are run daily. Learners whose attendance is a concern are quickly and easily identified. This is shared with the attendance leads and relevant agencies if there is a concern.
- Learners with attendance of 95% or below, will trigger a letter response in the school's attendance system.
- A series of letters are used to notify parents/carers of persistent absence and school will request an attendance meeting. During this first meeting an action plan will be agreed by home and school. The plan will last a minimum of 4 weeks. (please see appendix)
- When there is little/no improvement in a learner's attendance, despite intervention, a second meeting is held and a representative from the local authority will be invited.
- Punctuality is also monitored and part of our procedures.
- All correspondence is recorded on CPOMS.

Enforced closure of the school

The Education (Pupil Registration) (England) (Amendment) Regulations 2010 regulation 6(5) allows for the closure of a school in exceptional circumstances. Examples of circumstances in which learners could be unable get to school because of serious disruption to travel caused by:

- A weather-related emergency, such as snow or flooding,
- A natural disaster, such as the impact on air travel of a volcanic eruption,
- A health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak,
- Travel disruption caused by the rationing or non-availability of fuel,

- In the case of a learner for whom transport to school is provided by the school or a local authority, and whose home is not in walking distance of the school, that the transport is not available.

Roles and responsibilities

- The school's attendance lead is **Rebecca Fyfe**
- She will lead on attendance and the monitoring of all learners with individual attendance targets.
- That all statutory requirements are met.
- Reports on learner attendance are submitted to the Local Advisory Body and Trustees.
- The attendance lead will take account of the views of their learners, parent(s)/carer(s) and that necessary multi-agency networking takes place.

Further information

Guidance for parents on school attendance (Department for Education)

www.childrenscommissioner.gov.uk/wp-content/uploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf

Resources for families (Children's Commissioner)

www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

Attendance (Bradford Council)

www.bradford.gov.uk/education-and-skills/school-support-services/attendance/

Working together to improve school attendance (Department for Education)

www.gov.uk/government/publications/working-together-to-improve-school-attendance

Pupil attendance in school data (Department for Education)

explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools

Improving attendance: good practice for schools and trusts (Department for Education)

www.gov.uk/government/case-studies/improving-attendance-good-practice-for-schools-and-multi-academy-trusts

This policy is informed by guidance published by the Department for Education (DfE):
'Working together to improve school attendance' (2024) and 'Summary table of responsibilities for school attendance':
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Appendix 1 – Initial letter to all families

<Address>
<Address>
<Address>

<Address>

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90% and below: 19 days + absence a year The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>

Appendix 2

Parent/carer letter 1

Monitoring Letter 1

Department of Children's Services

«PARENT_1» & «PARENT_2»
«ADDRESS_1»
«ADDRESS_2»
«ADDRESS_3»
«ADDRESS_4»

Education Safeguarding
3rd Floor
Britannia House, Hall Ings
Bradford BD1 1HX

Tel: 01274 43«EXT»

Date: **07 October 2025**

Dear «PARENT_1» & «PARENT_2»

«**Child_Name**» has been referred to the Education Safeguarding Team by «**School**» due to their rate of attendance becoming a cause for concern.

It is very important that your child attends school every day. Daily attendance ensures that children do not miss out on their learning or fall behind with their work. Some children struggle with friendships or start to worry about going to school if they do not attend on a regular basis.

We will now be monitoring your child's attendance. Further absences could result in you being invited to attend a meeting with us and school to discuss reasons for your child not attending school. During the meeting a plan to improve your child's attendance will be completed. Failure to work with us and school to improve your child's attendance may result in a fine or legal action.

We understand there are many reasons for children to miss school and would want to work with you to avoid any future absences. Children should only miss school if they themselves are too ill to attend. If a student has a genuine medical illness, you will need to provide some proof of this if school are to authorise the absence. This can be in the form of medication or a doctor's appointment card. However, we would ask you to make non-urgent appointments and to book any holidays out of school time.

We want to work with you to help your child benefit from the education offered in school by ensuring your child attends school on time each day. Please do not hesitate to contact us or school if you require any support.

Thank you for your cooperation.

Yours sincerely

«*AIO*»

«AIO»
Attendance Improvement Officer

Appendix 3

Parent/carer letter 2

«PARENT_1» & «PARENT_2»
«ADDRESS_1»
«ADDRESS_2»
«ADDRESS_3»
«ADDRESS_4»

Department of Children's Services

Education Safeguarding
3rd Floor
Britannia House, Hall Ings
Bradford BD1 1HX

Tel: 01274 43«EXT»

Date: **07 October 2025**

Dear Parent/Carer

I wrote to you recently explaining our concerns about «**Child_Name**»'s school attendance, and that I would monitor your child's attendance.

I have now reviewed your child's attendance with the school and unfortunately your child has had further absence from school which the school has not authorised.

This letter is to invite you to an attendance meeting on «**Panel_Day**» «**PANEL_DATE**» at «**PANEL_TIME**» at «**School**» with myself and members of school staff.

The meeting will be an opportunity to talk about the reasons your child has not been attending regularly and to think about how we can all help your child improve their level of attendance. It's important that you attend the meeting, and we work together, as continued unauthorised absence at school could result in a Penalty Notice being issued to you, or you could be prosecuted at the magistrate's court.

The staff at «**School**» and the Education Safeguarding Team are committed to raising the attendance and attainment of all pupils. We need your help to achieve the best for your child.

If this is inconvenient, please contact me on the number above to discuss an alternative time regarding this matter.

Yours sincerely,

«AIO»

«**AIO**»
Attendance Improvement Officer

Appendix 4

Parent/carer letter 3

«PARENT_1» & «PARENT_2»
«ADDRESS_1»
«ADDRESS_2»
«ADDRESS_3»
«ADDRESS_4»

Department of Children's Services

Education Safeguarding
3rd Floor
Britannia House, Hall Ings
Bradford BD1 1HX

Tel: 01274 43«EXT»

Date: **07 October 2025**

Dear Parent/Carer

I wrote to you recently explaining our concerns about «**Child_name**» school attendance.

Unfortunately, you failed to attend the attendance meeting on «**FTA_PANEL_DATE**».

I will continue to monitor your child's attendance with the expectation of there being no unauthorised absences. In order to avoid further unauthorised absences you need to adhere to the following:

- Ensure that «**Child_name**» attends school on time on a daily basis
- Contact school on a daily basis if «**Child_name**» is absent due to illness, and provide evidence to school in the form of prescription/ appointment card to authorise future absences
- Respond to telephone calls and messages left by school.
- Do not keep «**Child_name**» away from school for trivial illnesses, such as coughs, colds, headaches, tummy aches etc. It may be that over-the-counter remedies at your local pharmacy can help reduce these symptoms.
- Speak to school if they have any concerns, so that these can be addressed
- Allow school to determine whether «**Child_name**» should be sent home, unless otherwise advised by medical expert.

If there are further unauthorised absences you may receive a penalty notice or be prosecuted in court.

Should you need any further support, please contact «**SCHOOL**» on «**SCHOOL_NUMBER**» or myself on the number above.

Further advice is available via www.bradford.gov.uk/attendance

Yours sincerely,

«AIO»

«**AIO**»
Attendance Improvement Officer

Appendix 5

Parent/carer letter 4

Notice to Parent 2

Department of Children's Services

«PARENT_2»
«ADDRESS_1»
«ADDRESS_2»
«ADDRESS_3»
«ADDRESS_4»

Education Safeguarding
3rd Floor
Britannia House, Hall Ings
Bradford BD1 1HX

Tel: 01274 43«EXT»

Date: **07 October 2025**

Dear «PARENT_2»

School Attendance - Notice to Improve

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly the child's parent may be guilty of an offence under Section 444, Education Act 1996.

You, «PARENT_2» are a parent/carer of «Child_name» born «DOB_», called in this notice "the pupil" who is a registered pupil at «SCHOOL».

The school and the Attendance Improvement team have offered support to you and your family to try and help improve «Child_name»'s attendance, including:

1. Telephone calls. The school have attempted to contact you, when your child was absent to offer their support, with any issues your child may be having.
2. An Attendance Overview Letter. The Attendance Improvement Officer wrote to you, letting you know about «Child_name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. An Attendance Support Meeting Invite. The Attendance Improvement Officer invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence, and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to **your** family, attendance remains a cause for concern. Between «POO_START_DATE» and «POO_END_DATE», «Child_name» failed to attend regularly at «SCHOOL», which resulted in «UA_SESSIONS» sessions (half days) or more of unauthorised absences being recorded.

You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued.

A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

More information regarding this notice can be found by scanning the QR code below. If you wish to discuss this notice, or discuss what further support is available, please contact either the school or Bradford Council's Attendance Improvement Team as soon as possible:

Bradford Council Attendance Improvement Team

Address: 3rd Floor, Britannia House, Hall Ings, Bradford, BD1 1EE

Telephone: 01274 435743

Email: attendance@bradford.gov.uk

Yours sincerely

Senior Attendance Improvement Officer

Appendix 6

Template Attendance Plan

Department of Children's Services
Education Safeguarding Team
Margaret McMillan Tower
Princes Way
Bradford
BD1 1NN

Tel: 01274

Email:

Date:

Education Safeguarding Team – Attendance Plan

The aim of this plan is to work together to improve school attendance and avoid the need for legal action.

Child:	School:	Year:
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Meeting held on:	
Meeting attended by:	
Apologies:	

Current Attendance:	
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<p>What are we worried about? Past harm/Any complicating factors/Danger statements</p> <ul style="list-style-type: none">Persistent Absence & affect this may have on academic achievement & social experiences.
<p>What's working well? Existing safety/Existing strength</p> <ul style="list-style-type: none">The Education Safeguarding Team and School are working closely together to address attendance concerns.
<p>The parent/carer will:</p> <ul style="list-style-type: none">Ensure children attend school every day on time, to avoid further involvement with Education Safeguarding.Contact school immediately by telephone if children are absent from school for any reason.Respond to telephone calls and messages left by school. Ensure appropriate proof is presented in event of children's school absence. E.g.,

appointment letters, Doctors note etc

- Wherever possible to arrange appointments outside school time. If not possible, to ensure child is taken and returned to school on the day of any appointment.
- Not keep child off school for trivial illnesses, allow school to determine whether any child should be sent home, unless otherwise advised by medical expert.
- Speak to school if case of any concerns, so that these can be addressed.
- Attend and cooperate with home visits and school meetings and act upon advice / support given.
- Be contactable by school in the daytime should the need arise.

The school will:

- Keep parents & Attendance improvement officer informed of any relevant information relating to attendance.
- Liaise & support Parent and Pupil to ensure **(child's name)** feels safe and happy at school.

The Education Safeguarding Team will:

- Monitor attendance, with expectation of 100% attendance.
- Support school, parent & pupils where possible.

Safety goal/s:

(child's name) to attend school every day & on time. Parent to inform school in the event of any further absences and medical evidence to be provided to school on schools request.

Scaling:

On a scale of 0-10, where 10 is where we have no worries about the child/ren's attendance and the impact that is having on them and 0 is the most worried we could be about this child/ren's attendance and the impact that this is having on them.

Scale: 6

Appendix 7

Attendance Codes

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.

N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.
The codes below should only be used to record attendance for the Spring term 2022 and prior.		
X01	Non-compulsory school-age pupil not required to be in school	This code maps to the statutory mark of X. Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
X02	Self-isolating COVID-19 symptoms	This code maps to the statutory mark of X. Students self-isolating because they have symptoms of coronavirus but they have not yet had a positive test.
X05	Quarantine requirement	This code maps to the statutory mark of X. Student required to be in quarantine on arrival in, or return to, the UK.
X06	Shielding	This code maps to the statutory mark of X. Students who have been identified as clinically vulnerable and advised that they should not attend school.
X07	Government attendance restrictions	This code maps to the statutory mark of X. To be used for national restrictions to education settings in line with Government advice.
X08	Advised by Public Health Directors not to attend school	To be used for local restrictions to education settings in line with advice from Directors of Public Health.
X09	NHS test and trace required self-isolation	The student is required to self-isolate due to contact with a confirmed case, by NHS test and trace.