GREENWOOD ACADEMIES TRUST

Newark Hill Academy

Attendance Policy

Reviewed: September 2026

Next review: September 2028

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Our Ethos

At Newark Hill Academy Primary School, we are committed to providing a full and enriching education for every pupil. We believe that regular school attendance is essential for academic achievement, personal development and future success. Pupils are expected to attend school every day and on time, if they are well enough to attend.

We actively encourage good attendance through clear procedures and strong partnerships with families. By working together, we aim to remove barriers and ensure every child feels supported and able to attend school regularly.

We believe that the most effective way to promote attendance is by fostering positive attitudes towards school. At Newark Hill Academy Primary School, we nurture a thriving community where everyone shows respect and feels respected; feels shared responsibility for school attendance and are equipped with the tools to be resilient every day.

We also recognise that some pupils may be unable to attend due to ill health. In these cases, we are committed to providing the best possible support to help them stay connected to their school community and learning.

Regular attendance is vital for your child's future. Pupils who miss school frequently may fall behind in their learning and face challenges in future lessons or formal assessments. Good attendance also demonstrates reliability to future employers and may reduce the risk of involvement in antisocial behaviour. Research shows that children who attend school regularly are more likely to thrive socially, emotionally and academically.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether any absence was authorised or unauthorised.

Our Support First Approach

At Newark Hill Academy Primary School, our approach to attendance is driven by guidance from the Department for Education's 'Working Together to Improve School Attendance' with a heavy emphasis on a Support First approach. We ensure early, individualised and compassionate intervention that considers a holistic view of the child. We work with parents and carers as equal partners, building strong relationships and listening carefully to the barriers affecting attendance. Influenced by the ATTEND Framework, we encourage open, supportive discussion to capture the voice of all parties including the child, parent/carer and school to identify both push and pull factors and to understand more about the challenges the pupil may be facing. We view attendance as an essential part of safeguarding, in line with the emphasis in statutory guidance that attendance is central to 'Keeping children safe in education'.

Our Aims

Regular school attendance is crucial for educational success. Our attendance policy is designed to support pupils, parents, staff and Governors in promoting and maintaining excellent attendance, which is vital for academic achievement and personal growth.

Through this policy we aim to:

- **Create the Foundation for Lifelong Habits:** Regular attendance promotes discipline and commitment, establishing a foundation for lifelong habits of responsibility and punctuality.
- **Provide consistent Learning**: Excellent attendance allows pupils to fully engage with the curriculum, enhancing their understanding and academic progress.
- **Enable Social Development**: Regular school attendance supports the development of social skills and helps students build and maintain friendships, contributing to emotional growth
- **Reduce Learning Gaps**: Regular school attendance reduces the risk of falling behind, ensuring that pupils do not miss out on key lessons and activities that could lead to learning gaps.
- **Increase Confidence:** Being present and participating regularly in class boosts pupil's confidence in their abilities and encourages active participation in school life.
- **Enable strong Child-Adult Relationships:** Regular attendance at school allows students to build strong, trusting relationships with all staff members, which can positively impact their motivation and academic success.
- **Ensure all stakeholders have a clear understanding of our school tiered approach;** Universal provision in place for promoting excellent attendance, support for families where a pupil is at risk of persistent absence and the targeted support in place for families where attendance is causing a concern.

Definitions

Authorised absence	An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has reviewed notification from a parent or carer.
Unauthorised absence	An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.
Persistent absence (PA)	In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions. This is considered to be a significant cause for concern.

Attendance Thresholds and School Response

To provide clarity for families, Newark Hill Academy follows the national attendance categories below:

Attendance	Category	School Response
97%+	Expected Attendance	Universal attendance promotion and recognition.
93%-96.9%	Emerging Concern	Attendance monitored and supportive communication offered.
Below 90%	Persistent Absence (PA)	Attendance Champion intervention and attendance support plan considered.
Below 50%	Severe Absence (SA)	Immediate multi-agency review, safeguarding oversight and enhanced support.

Attendance is reviewed weekly by Attendance Champions and the Safeguarding Team. Where attendance concerns persist despite support, the school may escalate through formal attendance procedures, including Notice to Improve and referral to the Local Authority, in line with statutory guidance.

Procedures

Below outlines our detailed monitoring and action graduated response. When attendance improves, no further action is taken. A phone call to the family is made to discuss and celebrate the improvements.

Attendance monitored weekly by the Attendance Champions
Children with attendance of 97% or more receive an Arbor message to inform them and celebrate their continued attendance and school support from our Attendance Champions *'we want to celebrate your child's attendance of % and thank you for your continued support in ensuring every day is a GREAT day'*
Children with attendance of below 97% receive an Arbor message to inform them and offer support from our Attendance and Pastoral Team *'we have a duty of care to inform you that your child's attendance has fallen below of school target of 97% and is currently at %. If you feel our support would be beneficial, please don't hesitate to contact us'*
Initial Concern: Children with attendance of below 93% receive a supportive phone call from our Attendance Champions to inform them and offer support. This phone call will always start with your child's experience at Newark Hill Academy. A monthly, supportive check-in will take place by the Attendance Champions until attendance significantly improves. Cases are discussed with the wider safeguarding team during DSL meetings.
Attendance falls below 90%
PHASE 1: a wellbeing call will be made to the parent/carer by our Attendance Champions. The aim of the phone call: - To make them aware of their child's low attendance. - Find out if any support is required in improving their child's attendance. - Inform them that their child's attendance will continue to be monitored to ensure that is improves.
PHASE 2: If there is no improvement in the pupil's attendance, this will trigger a letter to families to: - Inform them that their child's attendance has not improved and that it will be monitored. - Inform them that any further illnesses will not be authorised without a medical note (this will be on a case-by-case basis).

- Inform them that 10 sessions of unauthorised absence within a rolling 10 week period will result in a fixed penalty notice. - Inform them of any other further action that may be taken if there is no improvement in attendance such as enforcement from the Local Authority. - Propose a school meeting / home visit / telephone conversation to discuss way we can support your child.
PHASE 3: If there is no improvement, and parents / carers do not engage in the school's support regarding their child's attendance, a further letter, will be sent informing them: - A given time and date to attend a final and formal meeting with an Attendance Champion and member of the Senior Leadership Team and Pastoral Team. - That failing to attend, and if there is no improvement in attendance, a referral for further support may be made / consideration for enforcement.
PHASE 4: If parents / carers fail to attend the meeting and there is no further improvement in attendance: A fixed penalty notice warning letter will be sent informing them: - Of their child's current attendance - That a referral to the Local Authority to issue a fixed penalty notice has been made.
The attendance Champions will make regular contact via phone to offer help and support and to keep communication open. This will be logged via our online safeguarding system.

Responsibilities

Attendance Champions	Curtis White	Principal / DSL
	Michael Pasqualino	Deputy Principal / DSL
	Toni Bennion	Attendance Champion Officer
	Fran Fitzgerald	Pastoral Lead / DSL
	Belinda Pews	Assistant Pastoral Officer
	Angela Ellington	Attendance Support

Class teachers are responsible for:

- The day-to-day attendance of pupils in their class.
- Being the first port of call for issues arising from attendance.
- Providing academic and emotional support to pupils who may be experiencing attendance challenges and identifying the root causes and addressing them proactively.
- Setting Expectations including communicating the importance of regular attendance for learning and academic progress.
- Monitoring the daily attendance of their pupils. They should maintain accurate attendance records, noting both present and absent students.
- Promoting punctuality - pupils to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.

- Taking Immediate Action: When a child is absent without prior notification or a valid reason, teachers should take immediate action. This may involve contacting the school's attendance officer or designated staff member to report the absence.
- Identifying Barriers: Teachers should be alert to potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to school staff can lead to effective interventions.
- Implementing School Policies: Teachers should adhere to and implement the school's attendance policies and procedures.
- Collaborating with other school staff, such as attendance officers, the attendance champion and administrators, is essential for addressing attendance concerns effectively. Teamwork ensures a coordinated approach to supporting students.
- Safeguarding: Teachers should be aware of safeguarding protocols and report any concerns related to a child's safety or well-being promptly to the appropriate school staff.
- Liaising with families in the first instance of any attendance concerns.
- Teachers should submit attendance data promptly to the school's administrative team. This information is used for reporting to local authorities and the Department for Education (DFE).
- Role Modelling: Teachers can serve as role models by demonstrating punctuality and a commitment to their own professional responsibilities.

Administration Staff are responsible for:

- Data Analysis: collect and analyse attendance data to identify trends and patterns. They use this information to pinpoint areas of concern, such as high levels of persistent absence, frequent lateness, or particular year groups or demographic groups with attendance challenges.
- Safeguarding: aware of safeguarding protocols and report any concerns related to a pupil's safety or well-being promptly to the appropriate school staff.
- Taking Immediate Action: When a pupil is absent without prior notification or a valid reason, Administration Staff should take immediate action. This may involve contacting the school's attendance lead or designated staff member to report the absence.
- Implementing School Policies: Administration staff should adhere to and implement the school's attendance policies and procedures, including sending attendance letters to families.

The Principal is responsible for:

- Promoting a Positive Culture: Senior staff actively promote a positive school culture where regular attendance is recognised, and pupils feel motivated to attend school regularly.
- Monitoring and Reporting: They monitor attendance data regularly, analysing trends and patterns. Senior leaders use this data to identify students at risk of poor attendance and to measure the impact of attendance
- Improvement Strategies and Setting Expectations: Senior leaders establish clear expectations for staff regarding attendance monitoring, recording, and intervention. They ensure that staff understand their roles in promoting regular attendance.
- Recognising Attendance: They may implement incentives and recognition programmes to recognise pupils and reinforcing a positive attendance culture.
- Enforcing Policies: Senior Leaders enforce attendance policies consistently and fairly, addressing unauthorised absences promptly. They communicate the consequences of poor attendance to students and parents.

- Safeguarding: The Headteacher is alert to safeguarding concerns related to attendance. They collaborate with designated safeguarding leads to address any child protection issues arising from attendance concerns.
- Reporting: The Headteacher will regularly report on attendance to the Governing Body.

The Attendance Champions are responsible for:

- Developing and Implementing Attendance Policies: Attendance Champions work closely with school leadership and staff to develop and implement effective attendance policies and procedures.
- Early Intervention: Recognising that early intervention is crucial, Attendance Champions identify pupils at risk of poor attendance. They collaborate with teachers, parents, and support staff to address attendance issues as soon as they arise.
- Supporting Families: Attendance Champions work closely with parents and guardians to build positive relationships and engage them in improving their child's attendance. They may conduct home visits, organise meetings, and provide guidance on strategies to promote regular attendance.
- Providing Resources: Attendance Champions may connect families with resources and services that can help alleviate attendance-related challenges, such as housing support, counselling, or healthcare services.
- Monitoring and Reporting: Attendance Champions continuously monitor attendance records and report attendance data to school leadership, governing bodies, and local authorities as required. They ensure that accurate records are maintained.
- Interventions and Incentives: Attendance Champions design and implement interventions and incentives to motivate pupils to attend school.
- Staff Training: Attendance Champions provide training to school staff on effective attendance monitoring, reporting, and intervention strategies. They ensure that all staff members understand their roles in promoting attendance.
- Legal Compliance: Attendance Champions are knowledgeable about legal requirements related to attendance, including regulations governing authorised and unauthorised absences. They ensure the school complies with these regulations.
- Safeguarding: Attendance Champions are vigilant for safeguarding concerns to attendance. They recognise signs of neglect or abuse and report them to designated safeguarding officers or authorities as necessary. Our Attendance Champion is also our Senior Designated Safeguarding Lead.
- Community Engagement: Attendance Champions may collaborate with community organisations, social services, and local authorities to address attendance issues within the broader community context.
- Continuous Improvement: Attendance Champions regularly evaluate the effectiveness of attendance strategies and interventions. They adapt their approaches based on data and feedback to achieve sustained improvements in attendance rates.
- Promoting a Positive School Culture: Attendance Champions contribute to creating a school culture where attendance is valued, and students feel motivated and supported to attend regularly.

Parents/Carers are responsible for:

- Ensuring excellent attendance of their child at school.
- Communicating with School: Establish open lines of communication with our school. Inform the school office promptly if your child is going to be absent due to illness or other reasons. This helps the school keep accurate attendance records.
- Setting Expectations: Clearly communicate your expectations about attendance to your child. Emphasise the importance of attending school regularly and on time.
- Monitor Progress: Keep track of your child's progress and attendance. Be aware of any sudden changes in attendance patterns that may signal underlying issues.
- Seek Support if Needed: If your child is facing challenges that affect attendance, such as health issues or academic struggles, seek support from the school, healthcare professionals, or relevant agencies.
- Collaborate with the School: Work collaboratively with the school to address any attendance issues. Explore support services or interventions if necessary.

Registration

The school gates open at 8.45am. At 8:55am, the registers will be taken. Pupils must be seated by 8:55am, this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start. All class registers must be completed by 9:05am. Registers will be taken again in the afternoon at 1.15pm. A full day counts as 2 sessions. Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session. All attendance records are documented using Arbor and follow the current Attendance codes (Appendix 1). Attendance registers are legal documents, and these must be kept secure and preserved in line with the relevant retention schedule.

Lateness

Pupils who are persistently late after the close of registers soon fall behind with their learning. Any pupil who comes into school after 9.05am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any pupil who arrives for school later than 9.15am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

As a school, we regularly monitor persistent lateness and will support and communicate with parents/carers to address this.

Absences

Parents/carers are asked to make contact by 8.45am on the first day of absence through one of the following methods:

1. Phoning the school office and leaving an answer-phone message
2. Emailing the school office

Parents/carers are also asked to inform the school if there is a likely return date.

Parents/carers are expected to call each day following the first day of absence to update school. Absences are noted as either authorised or unauthorised.

If no contact has been made, the first day contact procedures will be followed to establish a reason for absence.

First Day Contact Process

Where a child is absent from school and we have not received any contact from the parent/carer, we initiate a first day contact process. We have a duty of care to all children that attend our school to ensure their safety and well-being. Office staff check all registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by text or by telephone. If we cannot get hold of you via text message or phone, a home visit may be conducted. This is to fulfil our statutory safeguarding duty of care.

Where necessary, the principal may use their discretion and advise that communication is attempted outside the allotted times.

Graduated Response to no contact regarding absence	
1. Arbor Message	If your child is unaccounted for at registration with no reason for absence provided, you will receive an early Arbor message. *"Dear Parent/Carer, your child is marked as absent today. Please contact the school office with a reason by 09:30am. Thank you."*
2 Telephone call to Primary Parent/Carers	If no contact is made by 9.30am as a result of the initial message, school will make a phone call to the primary parent/carers of the pupil.
3. Telephone call to all other listed contacts	If no contact is made by 10.00am, school will call all listed contacts of the pupil.

4. Listed Contacts	If no contact can be made through calling the parent/carer and all other available contacts, this will trigger a safe and well home visit. *"We have tried unsuccessfully today to contact you regarding your child's absence. If we do not hear from you before 10.45am, we will conduct a safe and well home visit in order to fulfil our statutory safeguarding duty of care. Thank you"*
5. Safe and Well Home Visit	If contact has still not been made by 11.00am, the office will inform all DSL's and SLT, and a home visit will be conducted. **If no contact can be made from a home visit, a** home visit letter will be left at the house requesting contact as soon as possible
6. Escalation to External Agencies	If your child is still unaccounted for by the end of the school day, Social Care will be contacted for advice and to request a safe and wellbeing check. If the pupil has a social worker, they will be informed that the pupil has not been in school today and that they have not been seen when a home visit was carried out. The police will also be contacted if required.
If the absence continues into subsequent days, school will do all they can to achieve contact with the parent/carer each day and continue to follow professional advice.	
7. **Final Escalation to Children Missing Education**	On day 10 of no contact, school will contact Children Missing Education.

Medical Absence Procedure

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be brought to school before the appointment or be returned to school directly after the appointment.
- Proof of appointments should be provided to the school office prior to or straight after the appointment to ensure that it is marked as a medical absence.

Addressing Attendance Concerns

The school expects attendance of at least 97%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents/carers to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance, parents/carers are always informed of our concerns.

National framework for penalty notices

The new National threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G / O). If your child's absence falls into this category, the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

The new costs and process is outlined below:

- **CONTROLLED First Offence** - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days**.**
- **Second Offence (within 3 years)** -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.
- **Third Offence and Any Further Offences (within 3 years)** - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Term time holidays

Pupils should not be taken out of school during term time unless it is unavoidable. Schools are required to consider requests for leave of absence in term time and should only approve the leave if there are exceptional circumstances. If a request for leave is denied and the pupil is absent for 5 days (10 sessions) or more then the school is expected to refer the case to the Local Authority (LA). The LA will issue a penalty notice with no requirement for a formal warning to be issued. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold. In every case, the request for the Penalty Notice comes in from the school to the LA for the process to be completed.

If you decide that you wish to take your child for an unagreed leave of absence, please complete a form informing us of this. This means that we will not need to undertake daily phone calls to you, or your contacts, conduct home visits, or refer to external agencies as we will know where your child is.

Notice to Improve

Where a pupil has unauthorised absence meeting the national threshold, and support strategies have not secured sufficient improvement, Newark Hill Academy may issue a Notice to Improve.

A Notice to Improve will:

- Clearly outline attendance concerns.
- Identify support that has already been offered.
- Set attendance expectations and review dates.
- Explain potential consequences if attendance does not improve.

The Notice to Improve period allows families a final opportunity to engage with support and demonstrate sustained improvement before legal intervention is considered.

Attendance Monitoring and Accountability

Attendance forms a key part of Newark Hill Academy's safeguarding and school improvement responsibilities. Attendance data is monitored at multiple levels:

- Daily by Attendance Champions and safeguarding leaders.
- Weekly through attendance analysis meetings.
- Half-termly by the Senior Leadership Team.
- Termly through reports to Greenwood Academy Trust and Trustees.
- Regularly by the Education Director to ensure leaders are effectively promoting attendance and supporting vulnerable pupils.

This layered approach ensures attendance patterns are identified promptly and appropriate interventions are implemented at the earliest opportunity.

Enhanced Monitoring of Vulnerable Pupils

Newark Hill Academy recognises that some pupils face additional barriers to attendance and may require enhanced support and monitoring.

The attendance of vulnerable groups is reviewed weekly by Attendance Champions, Designated Safeguarding Leads and pastoral leaders. Particular attention is given to:

- Pupils with an Education, Health and Care Plan (EHCP).
- Pupils receiving SEND Support.
- Children in Need (CIN).
- Children subject to Child Protection Plans.
- Pupils with an allocated Social Worker.
- Looked After Children (LAC) and Previously Looked After Children (PLAC).
- Pupils eligible for Pupil Premium.
- Pupils identified with Emotionally Based School Avoidance (EBSA).
- Young carers.
- Pupils experiencing significant medical, social or emotional needs.

Where attendance concerns are identified, support may include:

- Early Help assessments.
- Team Around the Family meetings.
- Attendance Support Plans.
- Pastoral interventions.
- Home visits.
- Multi-agency collaboration.
- Reasonable adjustments and personalised reintegration plans.
- Referrals to external support services.

Attendance concerns relating to vulnerable pupils are considered within safeguarding meetings and form part of Newark Hill Academy's wider safeguarding oversight.

Pupils with a Social Worker

The academy recognises that pupils who have or have previously had a social worker often face additional challenges which may impact attendance.

Where a pupil has an allocated social worker:

- Attendance is reviewed weekly.
- Concerns are shared promptly with the social worker where appropriate.
- Attendance is discussed during safeguarding and multi-agency meetings.
- Barriers to attendance are explored collaboratively with families and professionals.
- Attendance support plans are implemented where required.

Regular attendance is considered an important protective factor and forms part of the school's safeguarding responsibilities.

Attendance of Pupils with SEND

Newark Hill Academy is committed to ensuring that pupils with SEND receive the support required to access education successfully.

Where attendance concerns arise for pupils with SEND, the school will consider whether:

- Additional learning or pastoral adjustments are required.
- Medical needs are impacting attendance.
- Anxiety or sensory needs are creating barriers to attendance.
- External agency involvement may be beneficial.

Support will be planned in partnership with parents, pupils and relevant professionals, ensuring reasonable adjustments are considered and attendance expectations remain ambitious while recognising individual needs.

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a Leave of Absence Request form (Appendix 3, available from the school office) and handed in as early as possible, but a minimum of two school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Emotionally Based School Avoidance (EBSA)

The school recognises that some pupils may experience Emotionally Based School Avoidance (EBSA) and is committed to responding with supportive and compassionate measures. Where concerns arise, the Children and Family Support Worker, alongside members of the Senior Leadership Team are guided by the ATTEND framework and will meet with parents/carers to explore any push and pull factors impacting attendance and to collaboratively develop an Attendance Support Plan that is in the child's best interests.

The school will then work in partnership with families to provide appropriate support, which may include:

- Home visits
- Nurture-based provision
- Referrals to relevant external agencies where necessary

Changing Schools

All in-year transfers are managed by the Local Authority, however it is very important that if families decide to send their child to a different school that they also inform Newark Hill Academy as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and confirmed by all parties:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school within 5 working days.

Appendix 1: 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.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
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	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
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.
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.
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.