



Attendance Policy and Procedures

BETHANY SCHOOL
 CURTISDEN GREEN
 GOUDHURST
 KENT

Copy Location(s)	Master Copy: Staff Team Policy Channel
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Date of Revision (if applicable)	January 2026
Date for Review	September 2026

Revision History

Version	Date Issued	Reason for Issue
1.0	January 2025	Policy created
2.0	September 2025	Update for UKVI and code changes
2.1	January 2026	Links to documents updated

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1.1 Part 1 - Policy

1.2 Introduction

At Bethany School our ambition is for all pupils to strive to have as high a level of attendance as they can manage. For most pupils this should be 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to value having a high level of attendance.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils and is an integral part of our School ethos.

Some pupils find it harder than others to attend School and therefore at all stages of improving attendance we will work together with parents/carers, pupils and if required relevant partner agencies to remove any barriers and build strong and trusting relationships.

1.3 Aims and Ethos

Our School aims to meet its obligations with regard to School attendance by ensuring every pupil has access to the education to which they are entitled. Bethany School acts early to address any patterns of irregular attendance aiming to create a culture in which the importance of good School attendance is understood, valued, and supported by all.

Working together to put the right support in place at the right time, all School staff, parents/carers, pupils, and partners can work together to remove any barriers affecting attendance.

This policy sets out our School's position on attendance and details the procedures that all parents¹ must follow to report their child's absence from School and to remind them of their legal duty, to ensure their child attends School regularly.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has day to day care of a child or young person i.e., lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who may have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

At Bethany School we will support parents to perform their legal duty to ensure their children of compulsory School age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to attend School every day unless they are not well enough to do so. We believe that children who attend School regularly are more likely to feel settled in School, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy School and grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the School”, therefore if an absence is not authorised by the School, the pupil’s attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who may experience any barriers preventing regular attendance.

One of the most important factors in promoting good attendance is the development of positive attitudes towards School and a sense of belonging. To this end, we strive to make our School a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a normal expectation in School.
- Raise pupils’ awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidance to parents, pupils and staff.
- Work in partnership with parents and carers.

- Work with external agencies where required, such as health, the LA and local organisations, therapists and other supporting agencies to support our pupils, parents and School.
- Support pupils back into School following a lengthy or unavoidable period of absence and provide support to build confidence and bridge learning gaps.

1.4 Why is Attending School Regularly So Important?

Evidence shows pupils with excellent School attendance are more likely to reach higher standards of achievement and be at less risk.

Excellent attendance enables pupils to be part of the School community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	6	42
90%	12	84
85%	18	126
80%	24	168
75%	30	210
70%	36	252

1.5 Safeguarding and Attendance

Bethany School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) we will investigate and report any suspected safeguarding cases to the relevant authorities after consultation with parents or careers unless it is deemed that to do so would put the child at further risk of harm. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from School when the School has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety following the Missing Pupil Procedure.

1.6 Legislation and Guidance

This policy takes account for aspects of the requirements of the government guidance 2024 [Working Together to Improve School Attendance](#) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [School Attendance Parental Responsibility Measures](#).

- The Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020 The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963 The Equality Act 2010

1.7 Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the School year, for whatever reason. For pupils who miss more than 50% of possible sessions they are defined as 'severely absent'.

The School will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent unless this is as part of an agreed plan to meet the specific needs of a pupil. This will include: identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance.

1.8 Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all pupils and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and School that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing to enhance understanding of what good attendance looks like. Where a pupil or family needs support with attendance

parents, outside agencies and School will identify who is best placed to work with them to address issues.

We will support pupils and parents by working together to address any in-School barriers to attendance. Where barriers are outside of the School's control, all partners should work together to support pupils and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the School to work in conjunction with relevant partners.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. In working with parents to improve attendance, we are mindful of the barriers such pupils may face and will put reasonable additional support in place as is manageable within the offer at Bethany School.

The DfE expectations for reduced timetables is that they will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision. At Bethany we acknowledge that for some of our pupils this will not meet their needs and where outside support agencies identify we will adjust these expectations.

1.9 Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard pupils. Just as those barriers are regularly evolving, so too is the training that School staff require to address them. The School therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of schools including on the keeping of pupil registers
- the School/trusts' strategies and procedures for tracking, following up and improving attendance,
- processes for working with other partners to provide more intensive support for pupils who need it.

For staff with specialist attendance responsibilities, they will receive training to include the necessary skills to interpret and analyse attendance data and any additional training that would be beneficial to support pupils experiencing attendance challenges.

2. What the Law Says and Our School Procedures

2.1 Contents of the Admissions Register

The admission register (sometimes referred to as the School roll) must contain specific personal details of every pupil in the School along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the School last attended. The School will enter pupils on the admission register at the beginning of the first day on which the School has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

It is vital that the admission register is kept up to date. Therefore, we encourage parents to inform the School of any changes whenever they occur and ensure the admission register is amended as soon as possible.

2.2 Contents of Attendance Register

In addition to the admissions register the law makes it clear that schools must take an attendance register at the start of the first session of each School day and once during the second (afternoon) session. On each occasion the School must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

2.3 Present at School (and Lateness)

Pupils are marked present if they are in School when the register is taken. If a pupil leaves the School premises after registration, they are still counted as present for statistical purposes.



It is the duty of parents to ensure that children attend School on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Head of Year will meet with parents of those children who are frequently late arriving at School to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive for **8:30 am** on each School day.

Our morning register is taken between **8:40am and 8:55am** and will be kept open until **9.10am**

Our afternoon register is taken at **1:50 pm** and will be kept open until **2.20pm**

A pupil who arrives late but before the register has closed will be marked as late (**L**), which counts as present. Arrival after the registration period closes (eg 9.10am or 2.20pm) will be marked absent and will require a reason for the absence.

If a pupil is not present when the register is taken the tutor will mark the register as N until it is established what code is applicable for their absence. Pupils arriving after the register is taken by the tutor initially or at the School Office they will be marked late (**L**) until the registration period is closed.

Regular lateness will lead to contact from the Head of Year to establish why the pupils is missing School.

2.4 Effects of Late Arrival at School

When a pupil arrives late to School, they miss important events such as assembly, tutor period, teacher instructions and introductions. Children can often feel embarrassed having to enter a classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

2.5 Authorised Absence

'Authorised absence' means that the School has either given approval in advance for a pupil of compulsory School age to be away from the School or has accepted an explanation offered afterwards as justification for absence. Attendance will be measured each half term. If attendance is below 90% the Head of Year will make contact with home. If attendance is below 80% the Deputy Head Pastoral will contact home. All parents will receive their child's attendance at each half term.

Absence thresholds:

Expected attendance	95% - 100%
Persistent absence	less than 90%
Severe absence	less than 50%

Reporting to Kent County Council

Independent schools are not required to share the same level of individual data about the pupils as is required in the maintained sector. However, the following requirements are met in order to comply with the regulations:

- The Attendance Champion will notify the Local Authority of a deletion to the admission register and the Registrar will notify the Local Authority of additions to the admissions register outside of standard transition times.
- The Attendance Champion will inform the Local Authority of pupils who fail to attend regularly or have 10 school days or more continuous unauthorised absence.
- The Attendance Champion will inform the Local Authority of pupils who have missed 15 cumulative school days through sickness within an academic year.
- The Local Authority may ask to examine and take extracts from registers of independent schools.
- All schools have a statutory obligation to share attendance data when requested from the Department for Education.
- Where a pupil has an EHCP and part time timetable will be implemented in discussion with the Local Authority.

The following information outlines the main circumstances where absence may be authorised by the School:

2.5.1 Illness

The NHS has produced a helpful guide for parents regarding childhood illness and School: [is my child too ill for school?](https://www.nhs.uk/health/a-z/is-my-child-too-ill-for-school/) - NHS (www.nhs.uk)

In most cases, absences for illness which are reported by parents/carers following the School's absence reporting procedures will be authorised. That is unless the School has a genuine concern about the authenticity of the illness.

The School follows Department for Education guidance in relation to absences for illness '[Working Together to Improve School Attendance](#)' 2024² which states that if the authenticity of the illness is in doubt, the School may ask the parent to provide a letter from a GP, or the School may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil. 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.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the School by the parent on the first day of absence may not be authorised.

If your child is unwell or if there are other circumstances where you need to keep your child at home at short notice, please tell us with the Unplanned Absence link on MSP.

If you have more than one child with us, make sure that you click on the child's photo/avatar you want to let us know about. It's important you use this MSP tool because it sends an email to both your child's tutor and to School Office. This also allows other staff to check quickly why your child is not with us, should your child's tutor not be present that day to mark them authorised absent.

Is your child a bus user? Please use the BatOnRoute app to quickly inform your child's bus driver not to expect them.

The other absence reporting tool in MSP is for planned absences and will send emails to other members of staff, for example the Headmaster or Mr Sturrock, as these absences need to be approved by a member of SMT. They need to be sent some time in advance of the absence required.



UNPLANNED ABSENCES (ABSENCE FORM)

Please tell us here about absences that are/were unplanned and let us know when you believe your child may be able to return to Bethany School. Please also tell us if you have reason to suspect Covid 19 as the reason for your child being unwell. Thank you.

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If a child is absent for more than one day, the parent should contact the School on each day to provide an update on the child's condition, unless otherwise agreed by the School.

2.6 Mental Health and Wellbeing

Our School supports pupil mental health and wellbeing. Parents who have concerns about their child's mental wellbeing must contact the Tutor, Head of Year or the Wellness Centre.

Online Mental health support and advice can be accessed: [Children's mental health - Every Mind Matters - NHS \(www.nhs.uk\)](https://www.nhs.uk/childrensmindmatters)

Parents can also contact their GP or the NHS Helpline by telephoning 111 for advice if they are concerned. In case of emergency parents should dial 999.

Anxiety Based School Avoidance

Anxiety Based School Avoidance (ABSA) identifies a range of issues that lead to young people having difficulty in attending school due to emotional factors that can stem from long absences, trauma or neurodiversity. Where this is identified the school will record absences with the illness code (I) in keeping with the guidance. The School will work with the family and partner agencies to engage identified pupils with their education and improving their ability to attend as much school as possible with the ultimate aim of having full school attendance.

2.7 Pupils taken ill during the school day

If a pupil needs to be sent home due to illness the Nurse will contact the parent / carer from the Wellness Centre. In such circumstances, the pupil must be collected from the Wellness Centre by a parent or another authorised adult and signed out electronically at the School Office. No pupil will be allowed to leave the School site without parental confirmation.

2.8 Medical/Dental Appointments

Parents should always try to make appointments outside of School hours wherever possible. Where appointments during School time are urgent or unavoidable, the pupil should only be out of School for the minimum amount of time necessary for the appointment.

If a pupil must attend a medical appointment during the School day, they must be collected from the School Office by the parent or another authorised adult, and signed out electronically. No pupil will be allowed to leave the School site without parental confirmation.

Advance notice is required for medical or dental appointments.

2.9 Religious Observance

Our School acknowledges the multi-faith nature of the School community and recognises that on some occasions, religious festivals may fall outside of School holidays or weekends.

2.10 Suspensions

If the School decides to send a pupil home due to their behaviour, this will be recorded as an External Exclusion (**E**).

Any exclusion **must** be agreed by the Headmaster.

The School will notify the parent of the exclusion in writing. If the pupil is a Child in Care, the School will notify the pupil's carer, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the School will also inform their allocated social worker. Such exclusions will normally be carried out in subsequent days to the incident / investigation but if a pupil is required to be collected they should be picked up from the School Office by the parent or another authorised adult, and sign out electronically. No pupil will be allowed to leave the School site without parental confirmation.

2.11 First Day of Absence Response

If the School is unable to contact any of the emergency numbers provided, and is concerned for the welfare and safety of a pupil, we may request a welfare check from the police.

2.12 Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of School during term time.

In line with DfE expectations only very exceptional circumstances will warrant an authorised leave of absence. The Headmaster will review each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The School will not grant leave of absence unless there are exceptional circumstances. The School must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding, Head of Year and Deputy Head Academic. If any leave of absence is granted, the School will determine the number of days the pupil can be away from School. A leave of absence is granted entirely at the School's discretion.

Circumstances which could be authorised include significant family emergencies or funerals.

2.13 Unauthorised Absence

Unauthorised absence is where a School has not been given a reason or is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from School without the permission of the School. Whilst parents can provide explanations for absences, it remains the School's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at School too late to get a mark
- Absences for shopping, birthdays, day trips
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the Headmaster)
- In the case of term time leave - if a pupil is kept away from School longer than was agreed, the additional absence is unauthorised

2.14 Persistently and Severely Absent pupils (PA and SA)

A pupil is classed a 'persistent absentee' if they miss 10% or more of their schooling across the School year for whatever reason.

A pupil is classed as 'severely absent' if they miss 50% or more of their School across the School year for whatever reason.

We monitor all absence thoroughly. Any pupil that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, will be prioritised by School. Parents will be informed accordingly.

2.15 Approved Educational Activity

When pupils are attending educational activities off the School site, that have been approved by the School, the register will be marked to show this is the case.

2.16 Pupils on Reduced (Part-time) Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our School is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible. Some pupils may require a prolonged adjustment to manage their needs. Such arrangements will need to be in conjunction with an outside agencies support.

2.17 Children Missing Education (CME)

Our School will add and delete pupils from roll in line with Regulation 8 Education law. The School will inform the Local Authority in which the parent / carer is living.

International Pupil Attendance and UKVI Sponsorship Compliance

As a licensed sponsor under the UK Visas and Immigration (UKVI) framework, Bethany School is required to monitor and report the attendance of all international pupils in accordance with immigration regulations. Sponsored pupils must maintain a minimum attendance rate of 80% and must not be absent from school for more than 10 consecutive school days without prior authorisation or a valid reason supported by documentation. The school is obligated to investigate any breaches of these thresholds and, where necessary, report them to UKVI via the Sponsorship Management System (SMS). Failure to meet these attendance requirements may result in the withdrawal of the school's visa sponsorship, which could lead to the curtailment of the pupil's visa. These measures are in place to ensure compliance with UK immigration law and to support the academic and pastoral welfare of international pupils.

2.18 Roles and Responsibilities

Governors and Headmaster

- The Governors and Headmaster recognise the importance of School attendance and promotes it across the School's ethos and policies. They take an active role in attendance improvement by:
- Setting high expectations of all leaders, staff, pupils, and parents so that children attend School every day and are safeguarded from harm.
- Ensuring School leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the School's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the School engages and work effectively with wider local partners and services to address barriers to School attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping
- School leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker.
- Ensuring all School staff receive adequate training on attendance.
- Reviewing the School's Attendance Policy on at least an annual basis, ensuring that
- the required resources are available to fully implement the policy.

Senior Attendance Champion and Heads of Year

- Work to champion and improve school attendance

- Regularly monitor and analyse the attendance data to identify concerns.
- Implement strategies to support attendance at school.
- Monitor impacts of strategies implemented to improve attendance.
- Monitor changes in DfE requirements to ensure the Attendance Policy is compliant with the latest legislation.
- Conduct half termly, termly and annual analyses to identify attendance trends.

Senior Management Team (Deputy Heads / DSL / DDSL)

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole School approach which reinforces good School attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families for individuals who may need this level of support.

All staff will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole School approach which reinforces good School attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of School strategies and interventions.

Parents / carers.

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at School.
- Instil the value of education and regular School attendance within the home

- environment.
- Contact the School if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of School hours.
- Ask the School for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the School of any change in circumstances that may impact on their child's attendance.
- Support the School by becoming involved in their child's education, forming a positive relationship with School, and acknowledging the importance of children receiving the same messages from both School and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the School's attendance policy and when and where they are required to attend. This will be communicated to them by School staff, parents and through the School timetable.
- Speak to their tutor or another member of staff if they are experiencing difficulties at School or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the School procedure if they arrive late. This will help the School to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for safeguarding in the event of a School evacuation.

Registration Codes

The following are the codes that are used to register pupils at School.

Code	
/ \	Present in session including boarders who are ill and are attending the Wellness Centre or are given permission to rest in their room.
L	Late but arrived before the registration closed. Morning registration closes at 9:10am Afternoon registration closes at 2:20pm
V	Off-site educational visit
P	Attending school but not in registration due to a sporting fixture either home or away. (Confirm on SOCS).
B	Off-site for enrichment that is not an educational trip – for example Friday afternoon, Duke of Edinburgh Expeditions or sports tours.
N	Pupil not present at registration and the reason for the absence not known at the time. If a reason is not established within the week the code should be altered to O.
O	Pupil absent but the reason for the absence is not yet known or if the School do not agree the reason as an authorised absence.
W	Missing school to attend work experience (arranged by the School or agreed by the Headmaster)
M	Medical appointment – GP, dentist etc
I	Absent due to illness
S	Absent for Study Leave (agreed by Head of Year)
C2	Absent for reduced timetable or on a part-time timetable.
R	Absent for religious observance
H	Absent due to agreed holiday (permission from the Headmaster) – Gov code C (exceptional circumstance)
G	Absent due to holiday taken without permission.
E	External exclusion
Y7	Absence cause by other unavoidable cause that affects the pupil's (not the parent / carer) ability to attend
Y1	Absence due to normal arranged transport not being available (such as school bus).
Y2	Widespread travel disruption
Y3	Part of the school premises is shut requiring pupil not to attend school
Y4	School closure during term time (eg snow days)
#	A planned whole school closure
Y6	Unable to attend under guidance from a public health agency
Z	Prospective pupil not on the admissions register
U	Arrived after registration closed (9.10am or 2.20pm) without reason for lateness or absent without permission.

J1	Absent due to having a taster day / visit to another educational establishment.
D	Dual registered at another educational setting
C	Exceptional circumstances agreed by the Headmaster
T	Parent travelling for occupation and child required to travel with them.
	Other local authority codes
K	Pupil attending a place other than the school arranged by the local authority.
C1	Leave of absence for regulated performance or employment abroad
X	Non-compulsory school age pupil not required to attend school
Q	Absence caused by the local authority failing to arrange the required transport to and from school
Y5	Pupil unable to attend because they are detained in the criminal justice system