



Attendance Policy

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1. Aims

We are committed to meeting our obligation with regards to academy attendance through our whole-academy culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with parents, carers and families to ensure pupils have the support in place to attend academy

We will also promote and support punctuality in attending lessons.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn and our Behaviour for Learning policy supports this aim.

We want all Skinners' Academy pupils to achieve the very best outcomes and good attendance plays a significant role in achieving this.

2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 201](#)

This policy also refers to the DfE's guidance on the academy census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of academy attendance across the academy's policies and ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data

- Monitoring attendance figures for the whole academy
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Rachael Adediran, Vice Principal and can be contacted via email: RAdediran@Skinnersacademy.org.uk

3.4 The attendance officer

The academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal or Vice Principal (authorised by the Principal) when to issue fixed-penalty notices

The attendance officer can be contacted via email: Attendance@skinnersacademy.org.uk

3.5 Personal Development Teachers

Personal Development teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via SIMS or Edulink during morning (8.30am) and afternoon (2.55pm) Personal Development lessons.

3.6 Academy Administrative staff

Academy Admin staff (the Attendance Officer in the first instance) will:

- Take Edulink messages and calls from parents and carers about absence on a day-to-day basis and record it on the academy system
- Transfer calls or refer follow up calls from parents and carers to the Pastoral Team (Head of Year, Assistant Head of Year, Pastoral Support Assistant, SLT Link, Vice Principal Key Stage) in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers

- Have a legal duty to make sure their child attends every day on time
- Are expected to contact the Academy via Edulink or call the Academy to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return or report via Edulink to the attendance officer.
- Are expected to provide the academy with more than 1 emergency contact number for their child
- Are expected to ensure that, where possible, appointments for their child are made outside of the academy day

3.8 Pupils

Pupils are expected to:

- Attend academy every day by 8.25am in order to be on time for an 8.30am start time
- Attend every timetabled session on time
- Sixth Form: Call the academy to report their absence before 8.30am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each academy day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at the academy by 8.25am on each academy day.

The register for the first session will be taken at 8.30am and will be kept open until 9am. The register for the second session will be taken at 2pm and will be kept open until 2.30pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the academy of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the academy or reporting absence via Edulink (see also section 7).

We will mark absence due to illness as authorised unless the academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, or where the absence is prolonged, the academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

Where no notification of an absence has been received, the absence will be recorded as unauthorised (N) until the Academy is provided with a reason for absence. The code will then be amended to the most appropriate code. Please, note, as per government guidelines, we will record an absence as unauthorised (O) if no notification is received within 5 days of the absence.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the academy in advance of the appointment in writing or via Edulink.

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the academy can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Pupils with persistent lateness are identified by the attendance officer each week. Written communications, telephone calls and parent/carer meetings are held by the Head of Year, attendance officer and or Education Welfare Officer depending on the level of persistence. Support plans are put in place and monitored on an ongoing basis.

Persistents and severe lateness that does not improve will be referred to the Education Welfare Officer, who will contact parents and carers by call/text/email to implement a support plan. Students who are persistently late after the morning session register has closed and without a valid reason will have their late arrivals recorded as unauthorised late (U) for the morning session. These absences can contribute to the referral for and issuing of a penalty notice by the Local Authority.

4.5 Following up unexplained absence

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

- Contact the pupil's parent/carer on the morning of the first day of unexplained absence via Edulink to ascertain the reason.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained –this will be no later than 5 working days after the session
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving the education welfare officer or doing safeguarding home visits
- If the academy cannot reach any of the pupil's emergency contacts, the academy may conduct a home visit, refer to the an education welfare officer or report the pupil as a Child Missing in Education to the local authority.

4.6 Reporting to parents/carers

The academy will regularly inform parents about their child's attendance and absence levels on a termly basis.

Parents can also view attendance percentage via the Edulink app and are reminded of this in Academy correspondence and parent information evenings.

The Academy analyses attendance data on a weekly basis. Parents are informed via meeting/calls/letters from Attendance officer/HOY/EWO as soon as concerns are identified.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. Parents should apply for leave of absence to the Principal in writing. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the pupil is attending educational provision
- Study Leave

5.2 Legal sanctions

The Academy or local authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. There is no appeals process when this fine is issued.

Penalty notices can be issued by the Principal, local authority officer or the police.

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

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

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

Further information on Hackney Education’s penalty notice code of conduct can be found here.

<https://education.hackney.gov.uk/content/attendance>

The Government have published changes to attendance policy coming into effect from August 2024. You can access this information on the gov.uk website or by clicking the link here. The Academy will be appropriately following this guidance from September 2024.

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

6. Strategies for promoting attendance

Attendance is celebrated daily in Personal Development and weekly in Assemblies with attendance awards given to pupils each term.

Parents are informed of excellent attendance and pupils receive certificates to highlight their progress.

Messaging of expectations takes place in assemblies and within the Personal Development Curriculum with the phrase ‘Every Second Counts’.

7. Attendance monitoring

7.1 Monitoring attendance

The Academy will:

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

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's academy absence national statistics releases. The underlying academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The academy will:

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

7.3 Using data to improve attendance

The academy will:

- Provide regular attendance reports to Pastoral teams and other Academy staff, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

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

The academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Write to parents and carers to inform them of patterns, trends and to offer support
- Hold regular meetings with the parents of pupils who the academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at academy
- Provide access to wider support services to remove the barriers to attendance including in cases of emotional based school avoidance
- Involve the Safeguarding Team and wider professionals including Pastoral teams, SENDCo and other support staff within the Academy and external services, in discussions and planning for pupils regarding attendance
- Work with external agencies to support pupil attendance

If support is not appropriate the Academy may also write to parents, refer to or the EWO or consider a Penalty Notice. This will be considered for any period of absence totaling ten sessions or more in a ten-week period but will always be preceded by consideration of the above steps and the appropriateness of issuing a Penalty Notice.

This may include when holidays are taken during term time or when support is not successful or not engaged with.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Rachael Adediran, Vice Principal. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

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

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/working-together-to-improve-school-attendance-applies-from-19-august-2024.pdf)

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

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

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

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

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

Code	Meaning	Criteria	Statistical Value
		<p>a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's</p> <ul style="list-style-type: none"> attendance has been approved. 	
B	Attending any other approved Educational Activity	<ul style="list-style-type: none"> B code can only be used if the pupil is present at the activity Under arrangements by school or LA In session for which it is recorded The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be 	Attending an approved educational activity (present)

Code	Meaning	Criteria	Statistical Value
		recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.	

D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up. 	Not a possible attendance (neither present nor absent)
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3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated 	Authorised absence

Code	Meaning	Criteria	Statistical Value
		purpose	
M	Leave of absence for medical or dental appointment	<ul style="list-style-type: none"> • Agreement in advance • Application by parent child normally lives with • Minimum time necessary • Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> • Agreement in Advance • Application by parent child normally lives with • In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> • This code should be used sparingly for Y11 pupils during public exams. 	Authorised absence
X	Non-compulsory school age pupil not required to attend school	<ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present nor absent)
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part- time • Temporary • See Working Together to improve attendance 	Authorised absence
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional • circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. 	Authorised absence
R	Religious observance	<ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) 	Authorised absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. 	Authorised absence
E	Suspended or permanently excluded with no alternative provision made	<ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education 	Authorised absence

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact	Not a possible attendance

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

6. Absent for unauthorised reasons

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

Administrative Codes

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