



Morecambe Bay
Academy

Attendance Policy

Morecambe Bay Academy

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1 Policy Aim

Morecambe Bay Academy recognises the clear link between the attendance, punctuality and attainment of its' pupils. We also recognise that promoting good attendance and punctuality prepares young people for the expectations of working life – attending school regularly also supports a child's positive health and wellbeing through social interaction and engagement with their peers

The aim of this policy is to encourage the highest level of attendance for all pupils. The target for all pupils is to achieve 100% attendance. Our minimum expectation for is attendance over the academic year of 97% which represents no more than 11 session absences across the academic year (note, there are 2 sessions in a school day as a register is taken both morning and afternoon)'.

Our philosophy is to “listen, understand, empathise – but not to tolerate” poor attendance. Morecambe Bay Academy believes that every member of staff plays a very significant role in achieving excellent attendance for all our pupils.

1.1 Guiding principles

- To improve the overall percentage of attendance of all pupils with a target of 100% and a minimum expectation of 97% making this clear to all parents, staff and pupils
- To raise the profile of attendance and make it a priority for staff, pupils, parents/carers and the Governing Body
- To ensure that where attendance is an issue parents/carers and pupils are listened to and understood with appropriate support offered and formalised
- To develop and monitor clear procedures for maintaining accurate registers
- To develop a systematic approach to collating, analysing and acting upon attendance data in order to target attendance related issues
- To provide a framework within which all staff can work to provide a consistent approach to raising levels of attendance by using and working with relevant agencies as appropriate
- To provide a safe, caring and compassionate environment where every pupil feels a belonging to the school
- To work with pupils and their families to ensure good attendance and punctuality to school
- For all staff to be aware that absence may also mean that a young person is more vulnerable to safeguarding risks
- To have regard to the Disability Discrimination Act 1995 and make reasonable adjustments for young people when required.

1.2 Our attendance culture

- We believe that working together, collectively we can ensure excellent attendance of all pupils
- Morecambe Bay Academy has a solution-focused approach to overcoming barriers and improving attendance
- Letters/postcards/emails/text messages/form time materials/weekly newsletter to parents will communicate the importance of good attendance and celebrating successes every fortnight and at the end of every half term
- Website updates will include a clear link to the Attendance Policy, procedures and expectations
- School assemblies and form time PowerPoints will have slides that include a focus on attendance; form/year/house attendance figures, weekly/ half termly/ termly/ annually
- Rewards for forms and individuals for good attendance will include:
 - Letter home- 100% attendance for half term
 - Praise postcards/emails/phone calls- for pupils with improved attendance
 - Gifts and voucher awards in half termly celebration assemblies
 - Positive posters- to promote good attendance in each form room and around school.
- Attendance will be a standing agenda item on all pastoral meetings
- The Attendance Officer meets weekly with the Deputy Headteacher to ensure that we are doing all we can to support the good attendance of all MBA pupils.

2 Attendance Responsibilities

2.1 Expectations of parents and carers

Parents are ultimately responsible for their child attending the school regularly (Education Act 1996).

- To ensure that their child attends school on the days that it is open, dressed in full uniform, equipped to learn and on time (by 8.45am)
- To avoid keeping their child absent from school for any reason other than illness or other authorised absence
- To arrange family holidays and activities outside of term time to limit impact on child's progress
- To contact the school by 09.00am on of any absence from school, giving clear reasons for their child's absence by:
 - calling 01524 410207 (option 4 to report an absence)
 - emailing on absence@morecambebayacademy.co.uk
- If no indication of a return to school date is given, parents/carers should contact the school on each day of absence
- Provide a letter/medical letter where appropriate, on their child's return to school that explains their child's absence
- Attend meetings at the school to discuss concerns regarding attendance to school
- To inform the school without delay, if they have concerns about any aspect of their child's education and school life, that they feel is hampering their attendance.
- Parents must also ensure that school has up-to-date contact information for themselves and emergency contacts.

2.2 Expectations of pupils

- To attend school on the days that it open, dressed in full uniform, equipped to learn and on time (8.45am)
- To avoid being absent from school for any reason other than illness or other authorised absence
- To catch-up on any missed work whilst they have been absent from school, as arranged with their class teacher and available on Synergy
- To inform their Form Tutor if they have any worries about any aspect of their education and school life, that they feel may hamper their attendance.
-

2.3 Expectations on staff

The attendance manager responsible for leading the attendance team to ensure the systems of intervention, monitoring Persistent Absent (PA) pupils and keeping attendance intervention tracking up to date are rigorously followed. The attendance manger will also attend weekly meetings with the Deputy Headteacher including inclusion meetings where impact of interventions will be measured and discussed.

Key tasks completed by attendance team in conjunction pupil support team:

- Ensure that late pupils are met at the gate and reception after gate closure and issued with a late detention and directed to the library for the remainder of form time. A member of SLT will explore reasons for absence and offer support.
- Record any lateness after the closing of registration at 9.15am as 'U'
- Form-time and P1: Check and chase morning form time registers; recording lates, taking calls/ messages for absent pupils. Prioritising those most vulnerable (CIN, CP, LAC, Early Help)
- Period 2: First day contact via text. Follow up calls for non-response/ unsatisfactory reasons for absence during this period
- Raise any concerns about vulnerable pupils absent from school with the DSL and inform appropriate agencies
- Period 3. Conduct home visits encouraging pupils to attend school for the afternoon session and bringing into school where appropriate
- Period 4. Check and chase PM registers
- Period 5 Stage 3 panel meetings conducted with attendance intervention contracts created and reviewed, PN paperwork, staged letters
- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the AM in the first instance during the working day
- Monitoring pupils attendance and administer staged letter interventions and panel meetings
- Make arrangements to ensure that parents/carers who may wish to withdraw their child from attending the school, are contacted with the potential consequences explained. Make formal records on CPOMs
- Provide weekly, monthly, half termly, termly, annual data on attendance for the Deputy Headteacher/Acting Headteacher

- Ensure that stages of intervention are followed rigorously and impacts are recorded accurately and in a timely fashion, to be ready for discussion with the Deputy Headteacher in weekly line management meetings
- Work closely with the parents/ carers of targeted pupils, forging positive and constructive relationships in order to engage parents/ carers and provide support that results in a return to school at the earliest opportunity
- Keep in weekly contact with long term absentees, accurately recording outcomes of communication on CPOMs. Liaise with the Form Tutor/ Head of Year/ Head of Key stage to ensure that effective reintegration strategies are used
- Identify pupils groups/individuals and cohorts and support Form Tutor/Head of Year/Head of Key Stage in working with these groups to bring down Persistent Absence
- Liaise with the Court Officer to initiate proceedings and to follow identified protocol
- Take a lead on ensuring pupils are safeguarded through home visits:
- Day 1 home visit to at risk pupils (vulnerable pupils at child protection or child in need level. Looked after children)
- Day 2 home visits to vulnerable pupils if no satisfactory response for absence (in addition to the above vulnerable pupils at Early Help level or on safeguarding monitoring)
- Day 3 home visit all pupils with no contact
- Day 6 home visit all absences.

2.4 Heads of Year

- Using weekly, half termly and termly attendance data provided by the AT, monitor the attendance of pupils within the Year, taking note of patterns amongst pupils from particular groups, identifying and overcoming barriers
- Take appropriate steps such as meeting with pupils/parents/agencies to support pupils and parents/ carers to reverse the trend of absence, identifying and implementing relevant pastoral support, closely and accurately monitoring and measuring impact of support against attendance data
- Liaise with AT to ensure that attendance systems are being followed and monitored rigorously
- Liaise with the AT to ensure that parents/ carers of pupils with poor attendance are receiving appropriate levels of support and challenge
- Lead Form Tutors to create a positive culture of promoting and celebrating good attendance and punctuality
- Share attendance/ punctuality data and information through fortnightly tutor briefings and weekly communication. Delegate actions to Form Tutors; discussion with pupil, contact with parent, issue of report card, set targets for attendance/ punctuality, praise where improvements are made
- Monitor and mentor pupils in the stage 3 intervention group who have been identified as those with poor/ deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Liaise with parents/ carers on matters relating to the child's attendance, including supporting the AT in organising panel meetings for pupils at risk of being poor attendees. Then partake in follow-up review meetings, recording outcomes
- Support AT on complex cases and attend and/ or provide relevant information for EHA referrals and TAF meetings

- When leading reintegration meetings, set appropriate targets as part of reintegration process (and record on CPOMS)?
- Implement sanctions, in line with the school's behaviour policy where there have been instances of truancy, lates.

2.5 Heads of Key Stage

- Using weekly, half termly and termly attendance data provided by the Attendance Team (AT), monitor the attendance of pupils within the Key Stage, taking note of patterns amongst pupils from particular groups, identifying and overcoming barriers
- Work Liaise with AT to ensure that attendance systems are being followed and monitored rigorously
- Liaise with the AT to ensure that parents/ carers of pupils with poor attendance are receiving appropriate levels of support and challenge
- Lead HoYs to create a positive culture of promoting and celebrating good attendance and punctuality
- Meet with HoYs to plan and review appropriate interventions for stage 3 pupils who have or are at risk of chronic attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Support AT and HoYs on complex cases and attend and/ or provide relevant information for EHA referrals and TAF meetings
- When leading reintegration meetings, set appropriate targets as part of reintegration process
- Attend weekly inclusion meetings and action clear plans for chronic absent pupils
- Ensure implement sanctions, in line with the schools behaviour policy where there have been instances of truancy, lates.

2.6 Class Teachers

- Take accurate register within first 3 minutes of the lesson during 'Do Now' activity
- Use Oncall if child's absence is not explained on Synergy and the child is not present in their lesson
- Mark any pupil that is 5 minutes late or after the second bell and issue appropriate detention
- Effectively implement the school's implementation of the curriculum policy
- Effectively implement the school's behaviour policy, creating a safe, orderly and purposeful environment where all pupils feel valued and have a sense of belonging
- Effectively implement rewards and penalties consistently and fairly in line with the school's behaviour policy
- Develop a mutually respectful professional relationship with all pupils
- Where a pupil has been absent, ensure that work that is missed is caught up by providing class notes/ handouts, and/or photocopy another pupil's work to be stuck into the absent child's book
- Acknowledge and appropriately celebrate a return from absence to further provide a sense of belonging to the class
- Proactively liaise with the pupil's Form Tutor or Head of Year if there are any concerns.

2.8 Curriculum Leaders

- Develop Schemes of Learning and assessment that allow all pupils to successfully access their curriculum
- Support class teachers in implementing the rewards and sanctions consistently and fairly
- Quality assure teaching and learning, and absence catch-up work through learning walks, work scrutiny and pupil voice
- Support class teachers in ensuring any work missed through absence is caught up
- Monitor the progress of pupils who have/ have had attendance issues.

2.9 Careers Coordinator

- Raise aspirations of all pupils who are identified by Heads of Year/Careers Lead and include in all one-to-one interviews, referencing each pupil's attendance record, the importance of good punctuality and good attendance in the school for all post-16 pathways.

2.10 SLT

- To be aware of those on vulnerable list and who are PA (persistently absent) whilst on-call
- Ensure pupils are punctual to timetabled lessons whilst on-call
- To be involved in departmental QA and focus on interventions for PA pupils.
- Continually review curriculum provision to ensure that pathways are appropriate and accessible to meeting the needs of all pupils.

2.11 Senior Attendance Champion (Acting Headteacher & Acting Headteacher)

- To make judgment on holidays and special absence requests
- To meet weekly with the Acting Headteacher to have robust discussions on whole school/ year/groups/ individual attendance data and review the provision to support 'good' attendance.

2.11 Senior Attendance Champion (Deputy Headteacher)

- Continually review the attendance policy and procedures
- To meet weekly with the Acting Headteacher to have robust discussions on the whole school, pupil groups and individual attendance data and review the provision to support 'good' attendance.
- To lead on whole school attendance and directly line manage the Attendance Manager
- Weekly meetings with AM and monitor daily/ weekly actions
- Chair weekly inclusion meetings to discuss most vulnerable pupils (PA) and coordinate interventions alongside other pastoral issues
- Have full knowledge and understanding of all complex cases
- Present attendance data to SLT and governors when requested
- Continually review the attendance strategy.

3.0 Thresholds and interventions

Dependent on attendance figures (by session) pupils will be divided into 4 subgroups requiring 4 distinct stages of intervention. Each subgroup is identified on an attendance tracking document with interventions clearly flagged.

Pupils will be categorised into 4 subgroups requiring 4 distinct waves of intervention and support. Each subgroup is identified on an attendance tracker with interventions clearly flagged.

Percentage	Stage	Intervention
>97%	1	<p>Pupils whose attendance falls below 97% or their second day of absence during the first half term will receive a stage one letter reminding parents/carers of our target of 100% and minimum expectation of 97% attendance. Support will be offered at this stage to ensure any barriers to attendance are addressed before this becomes an issue or a habit.</p> <p>Pupils will be set with targets to improve attendance up to the minimum expectation of 97% and any pastoral support required will be identified and implemented. Pupils attendance will be monitored and once attendance meets the expected target of 97%, no further action will be taken.</p> <p>These pupils will be identified by the AM and Form Tutors discuss attendance, explore any potential barriers and support pupils. Form Tutors have daily conversations with pupils to encourage positive attendance and engagement with school.</p>
>93%	2	<p>Pupils whose attendance falls below 93% or following the third day of absence during the first half term will receive a stage two letter reminding parents of our target of 100% and minimum expectation of 97% attendance. A meeting will be offered to parents with HoY or the AT to ensure any barriers to attendance are addressed before this becomes an issue or a habit.</p> <p>This letter will clearly state that all further absences will be unauthorised unless accompanied with medical evidence.</p> <p>Pupils will be set with targets to improve attendance up to the minimum expectation of 97% and any pastoral support required will be identified and implemented. They will be monitored on a daily basis by heads of year.</p> <p>Pupils attendance will be monitored and once attendance meets the minimum expected target of 97%, no further action will be taken.</p>

		Form Tutors will continue to discuss attendance, explore any potential barriers and support pupils. Form Tutors have daily conversations with pupils to encourage positive attendance and engagement with school.
>90%	3	<p>Pupils who's attendance falls below 90% or following the fourth day of absence during the first half term will receive a stage three letter inviting parents in for a panel meeting with the AT to identify barriers to learning. Support will be formalised through an attendance intervention contract.</p> <p>This letter will clearly state that absences will continue to be unauthorised and the case may be referred to the LA for a potential penalty notice.</p> <p>Pupils will be set with targets to improve attendance up to the minimum expectation of 97% and any pastoral support required will be identified and implemented.</p> <p>Form Tutors will continue to have daily conversations with pupils to encourage positive attendance and engagement with school.</p> <p>Stage 3 will receive day one home visits where possible where there are unsatisfactory reason for absence or a pupil is particularly vulnerable list. This will be attended by the AIMS team member who will be accompanied by the Year Leader.</p>
>70%	4	<p>Pupils who's attendance falls below 70% are categorised as Wave 4 chronic absent pupil. The AM will discuss the case with DHT to decide on next steps including the appropriateness of PN.</p> <p>In most circumstances the case will be referred to LA for support and referred to the weekly vulnerable pupil meeting. At this meeting the DSL, HOKs, DHT and AM will discuss barriers and formalise a support plan using the pastoral intervention model. This will include a designated key worker to manage the case.</p> <p>These pupils will receive regular home visits</p>

4.0 Punctuality

- Any students arriving after 8.45am will be met at the school entrance by a member of staff and will be issued with a 20-minute after school detention for the following day of the late arrival unless there is a known reason for lateness. For example, SEMH needs/parental communication involving an appointment
- Pupils who arrive after 8.45am will be directed to the library to complete their form time. Reasons to lateness will be discussed with a member of SLT.
- Repeated lateness will be reported to parents/ carers. Repeated lateness after the register has closed may be dealt with in the same way as absence. Parents/ carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court
- Students must be in form or at assembly line up for 8.47am (second bell will ring). Lateness to form will result in a 20 minute after school detention.

5.0 Absence

5.1 Leave of Absence

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents are able to demonstrate exceptional circumstances:

- Parents are strongly discouraged from taking their children on holiday during term time. All requests for leave of absence will be declined unless parents can evidence exceptional circumstances which is at the discretion of the Acting Headteacher/Acting Headteacher
- Requests for holiday leave during exam times will not be authorised under any circumstances
- Parents must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website. Applications must be made at least 2 school weeks in advance
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls/home visits by the AM and possibly other agency)
- If the school's investigations fail to contact the parent/carers and/or pupil, the case will be referred to the Children Missing in Education (CME) team, who may, after further investigation, inform the school that the pupil may be removed from roll
- Legal intervention and Penalty Notices will be used in cases where an application for the leave of absence is refused, and the pupil is subsequently absent during the dates originally requested. The Parent/carer will be warned of potential consequences when an application for leave is denied. If a parent/carer does not make an application for leave and school believe a pupil has been absent due to a holiday, legal intervention will be sought. The threshold for legal intervention and the issuing of a penalty notice is 10 unauthorised sessions (5 days) in a 10-week rolling window.

5.2 Authorised and unauthorised absences

At Morecambe Bay Academy, we believe that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school.

Authorised absence is where the school has given permission for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents may not authorise absence, only the school can do this.

Parents/carers should immediately contact the school giving clear reasons for absence by

- calling 01524 410207 (option 4 to report an absence)
- emailing on absence@morecambabayacademy.co.uk

Absence may be authorised for such reasons as:

- Illness
- Unavoidable medical/dental appointments
- Exceptional family circumstances e.g. bereavement
- Days of religious observance
- Study leave involvement in a public performance
- Elite athlete activities

Absence will not be authorised for such reasons:

- Looking after siblings, unwell parents or carers
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- Special occasions, where the school does not agree that the absence should be granted.
- Parents/carers keeping their child off school unnecessarily.
- Absences which are not explained satisfactorily.
- Pupils who arrive at school after the register has closed and there is no satisfactory medical evidence

If a pupil fails to attend school after a fixed term exclusion or fails to attend directed alternative provision for the purposes of improving behaviour, absences will be recorded as unauthorised and legal interventions may be sought.

Medical and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to the school before the appointment, sign out and return to the school after the appointment.

It is the head teacher's responsibility to decide if an absence is authorised or unauthorised and, if there is any uncertainty relating to an absence, school may request further confirmation from parents before an absence is authorised. For absence due to illness, this may be in the form of:

- Sight of an appointment for your GP or for the hospital, clinic, etc.
- Sight of prescribed medication or prescription for medication.
- Sight of medical notes/records.
- A letter from a medical professional such as a specialist or consultant.

Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Confirmation of all appointments by way of appointment card, letter or appointment slip must be provided for any absence to be authorised. If medical appointments are to be attended at the start of the day, causing the pupil to arrive late to school, confirmation of the appointment (as above) must be provided, or a late detention will be issued.

Following an explanation from parents regarding a pupil's absence, the school will decide whether it accepts the explanation and authorise accordingly.

5.3 Home visits and welfare and wellbeing checks

As part of our ongoing support around attendance and student wellbeing, school staff will carry out home visits during the school day and may visit pupils who are absent for any given reason. A pupil missing from education without a valid reason is also a potential indicator of abuse and neglect.

Where school has received notification that a pupil is absent without a valid reason; hasn't been able to contact the pupil's parent/carer; or has received a response from parents that it is concerned about; school may undertake a home visit to the pupil's home to check that they are safe and well. This will involve staff from school attending the pupil's home address in person and talking to the pupil and parents to understand the reasons for absence.

Where a pupil is absent from education on a long-term basis the school will take steps to undertake regular welfare checks on the pupil to; ensure that they are safe and well; ensure that the family can continue to access support from the school; to allow the school to understand what steps it can take to remove any barriers to education.

When school visits a pupil's home address and there is no answer, school will leave a letter to inform parents of the visit.

The Designated Safeguarding Lead will consider further actions or support should it be required.

5.4 Children Missing in Education

The school's Attendance Officer will notify Lancashire's Children Missing Education Team when pupils have missed 10 consecutive school days without permission (or sooner if school are aware that the pupil is not going to return e.g. moved out of area) via the CME referral form.

The school's Attendance Team may action a CME removal from roll and/or notify the local authority with the relevant details where a pupil has been removed from roll and a start at a new school has been confirmed or where the criteria has been met and the CME Team has advised the school that removal from roll is authorised.

5.5 Penalty Notices

Legal interventions may be sought if providing support to improve attendance is not appropriate (eg for an unauthorised holiday in term time), or has not been successful or engaged with **by the parent or carer**. In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absences that include:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.

- Other unauthorised absence that meets the required threshold **in addition to sessions** marked as late after the register has closed (code U).

On 19 August 2024 new penalty notice arrangements came into force, with changes to the cost of a penalty notice and to the thresholds at which penalty notices may be requested by school. The DfE now requires that schools **must** consider if a penalty notice is appropriate when the thresholds are met. The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- If a school requests a penalty notice for absences other than unauthorised holidays, including being late after the register has closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and offers of support have not been engaged with by parents or have not worked, a Notice to Improve may be issued to give parents a final chance to engage with support and improve their child's attendance.

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

6.0 Attendance Codes – Meaning and Description

Code	Meaning	Type
/	Present at school, morning	Present mark
\	Present of school, afternoon	Present mark
A	Present at school but not in timetabled class i.e. Nurture Room, intervention session or peri music lesson	Present mark
B	Attending any other approved educational activity Alternative Provision not arranged through the approved framework	Present mark
C	Authorised Circumstance (see next table for breakdown)	Authorised absence
D	Dual registered at another school - Attending Alternative Provision at another school site - Education at a secure/residential site - Off-site direction/managed move	Present mark
E	Suspended or permanently excluded and no alternative provision made	Authorised absence

G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised absence
I	Illness (not medical or dental appointment)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present mark
L	Late arrival before the registers have closed	Present mark
M	Attended a medical appointment	Authorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances – any other absence not authorised by the school	Unauthorised absence
P	Participating in a sporting activity	Present mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an Educational Trip or Visit	Present mark
W	Attending Work Experience	Present mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next table for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	

Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes		
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating		
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention		
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease		
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.		
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:			
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.		Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.		
C2	Leave of absence for a compulsory school age pupil subject to a part-time or reduced timetable.		