

Attendance policy

Sancton Wood School

For Early Years please see separate Attendance and Absence Policy.

Date:	September 2025
Last reviewed on:	November 25
Next review due by:	August 2026

Contents

Aims	1
Legislation and guidance	2
Roles and responsibilities	2
Recording attendance	5
Authorised and unauthorised absence	7
Strategies for promoting attendance	9
Supporting pupils who are absent or returning to school	9
Attendance monitoring	10
Monitoring arrangements	12
Links with other policies	12
Appendix 1: attendance codes	13

-

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 families to make sure pupils have the support in place to attend school We will also promote and support punctuality in attending lessons.

For pupils in the Early Years Foundation Stage (EYFS), attendance is managed in accordance with the Early Years Attendance and Absence Policy, which aligns with the EYFS Statutory Framework (Section 3 – Safeguarding and Welfare).

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school 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, and 2016 amendments)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

The governing board

The governing board is responsible for making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

-
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

Also, making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the principal to account for the implementation of this policy and reporting regularly to the governors.

Governors will review and discuss attendance data and trends termly as part of the Head's Report, and the outcomes of this review will be recorded in the Governing Board minutes.

3.2 The principal

The principal is responsible for:

- The implementation of this policy at the school
- Monitoring school-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
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

-
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader(s) responsible for attendance

The designated senior leaders are Hannah Settle, Vice Principal Pastoral, Ed Batty (Head of Seniors), Kylie Hodges (Head of Prep). Julia Cottam (Vice Principal, Academic)

They are responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Ensuring that Prep and Senior Schools are able to build close and productive relationships with parents to discuss and tackle attendance issues
- Working with SENDCo to create intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families.

They can be contacted via 01223 471703.

3.4 The attendance champion

Hannah Settle is the school attendance champion, and she will work with HOS in the following areas:

- Embedding attendance as a priority in the school's ethos policies and improvement plans.
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Working with education welfare champions to tackle persistent absence
- Setting a clear vision for improving and maintaining high attendance across the school.
- Leading staff training and ensuring consistent application of attendance processes.
- Liaising with governors, the local authority, and external agencies to remove barriers to attendance.
- Reporting attendance trends and improvement actions to the governing board.

The attendance champion at the School is Hannah Settle and can be contacted via email: hannah.settle@sanctonwood.co.uk

3.5 Class teachers/Form teachers

Class teachers/form teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office twice a day.

3.6 School staff (Admin/office)

-

School staff will:

Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

Transfer calls from parents/carers to the appropriate member of staff where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
 - Make sure their child attends every day/timetabled sessions on time
 - Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
 - Provide the school with more than 1 emergency contact number for their child
 - Ensure that, where possible, appointments for their child are made outside of the school day
 - Cambridgeshire and Peterborough local authorities keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Class teacher/Form teacher/Head of Schools/Vice Principals can be contacted via 01223 471 403, or via their school email. (All staff emails can be found on the parent portal or can be provided by the front office)

3.8 Pupils

Pupils are expected to:

- Attend school/Timetabled sessions every day, on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the day and in the afternoon/at the beginning of each lesson. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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, where 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 6 years after the date on which the entry was made.

The school day in the Senior School starts at 8:30am and ends at 4:00pm Monday – Thursday and 3:30pm on Fridays

The register for the first session will be taken at 8:30am and will be kept open until 8:40am . The register for the second session will be taken at 1:00pm and will be kept open until 1:05pm

The school day in the Prep School starts at 8:30am and ends at 3:40pm EYFS/KS1 Monday –Thursday and

3.50pm KS2. On Friday school ends at 3.20pm for EYFS/SK1 and 3.30pm for KS2 Pupils must arrive in school by 8:30am on each school day.

The register for the first session will be taken at 8:30am and will be kept open until 8:40am. The register for the second session will be taken at 1:30pm and will be kept open until 1:40pm for EYFS/KS1 and for KS2 the register will taken at 2pm and close at 2.10pm

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible, by calling the school office staff, who can be contacted via 01223 471 703 office.seniors@sanctonwood.co.uk office.prep@sanctonwood.co.uk

They will email the office and copy in form teacher/class teacher. Alternatively, parents/carers can phone the office and speak to a member of the admin team or leave a voice message.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

-

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

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

The pupil's parent 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 school 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

In the Prep school, if a student arrives after the gate has closed at 8.40am then their parents will need to sign them in at reception via our electronic sign in system. In the Senior School, if a student arrives late then they must enter the school by the front entrance, tell the front office that they have arrived and sign-in at the electronic sign in system. They then must hand their phone in and then head off to lessons.

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may call the students mobile if this has been provided (senior students) When we cannot make contact with parents, emergency contact or the student a welfare check will be carried out. If we are still unable to make contact then we will call the police.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare champion
- Where relevant, report the unexplained absence to the pupil's youth offending team champion
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Where support is not appropriate, not successful, or not engaged with: The school will contact the Local Authority to report the absences and that support has been unsuccessful. (see section 5.2 below)

4.5a Safeguarding Concerns Linked to Attendance

-

Where attendance concerns raise safeguarding issues, these are referred immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL, in line with the school's Safeguarding and Child Protection Policy. Persistent or unexplained absence will always be considered a potential indicator of harm or neglect.

All safeguarding and attendance concerns are logged on CPOMS.

Early attendance concerns are raised and recorded on CPOMS to ensure timely intervention and a clear audit trail.

4.6 Reporting to Parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels each term. This is done through school reports and communication from form teachers if there is a concern about attendance.

Regular Communication Channels

In addition to termly reports, the school will reinforce attendance expectations through:

Weekly or monthly newsletters highlighting attendance priorities and celebrating good attendance.

Parent portal updates with real-time attendance data and reminders.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
 - Attending an interview
 - Study leave
 - A temporary, time-limited part-time timetable
 - 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.

We define 'exceptional circumstances' as situations that are beyond the control of the student or their family and that justify an absence from school. These circumstances often involve:

Family emergencies: In cases of family emergencies, such as the death of a close relative or a serious illness in the family, absences may be justified.

Court orders: If a child is required to attend court or other legal proceedings, this would be considered an exceptional circumstance.

-

Other justified reasons: In some cases, other circumstances may be considered exceptional, such as natural disasters, extreme weather conditions, or unforeseen events.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, leave of absence for the purposes of a family holiday will need to be discussed with the head of school/vice principal/principal. These will be decided on a case-by-case basis and the school will take into consideration the students attendance record.

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

Any request should be submitted via email as soon as it is anticipated and, where possible, at least 2 weeks before the absence, The head of school/Vice Principal/Principal may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

Illness (including mental-health 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 parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart

Parent(s) 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 school, but it is not known whether the pupil is attending educational provision

If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

Attending another school at which the pupil is also registered (dual registration)

Attending provision arranged by the local authority

Attending work experience

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school places high value on regular attendance, as it directly supports each pupil’s academic progress and wellbeing. While we work in partnership with families to encourage excellent attendance, there are times when concerns may need to be addressed formally.

-

If a pupil's attendance drops below 93%, the school will:

Initial Contact – Parents will receive a phone call from the school to discuss the reasons for absence and to offer support. In most cases the form teacher will make this call.

Written Follow-Up – If attendance does not improve, the school will send a written reminder by email, outlining our concerns and the importance of consistent attendance.

Meeting with Parents – Continued poor attendance may lead to a formal meeting with parents and senior staff to agree on next steps and additional support where appropriate.

If, after these steps, attendance does not improve, the school may deem this a breach of the admissions agreement. In such cases, the school reserves the right to withdraw the pupil's place.

Each case will be considered individually, with fairness, sensitivity, and the best interests of the child in mind.

5.2 Persistent absence

The school follows the Department for Education's threshold for persistent absence, defined as attendance below 90%. Where a pupil's attendance falls below this level, the school will work closely with parents and external agencies to address underlying causes. In accordance with statutory requirements, cases of persistent absence will be reported to the Local Authority Education Welfare Service. A pupil is considered persistently absent if they miss 10% or more of sessions, whether the absences are authorised or unauthorised.

6. Strategies for promoting attendance

In the Prep School, we promote attendance by awarding an attendance cup to the class with the highest attendance each week during our Celebration Assembly. In addition to this, children who have 100% attendance each term will get an Attendance certificate during assembly at the end of the Michaelmas, Lent and Summer term. At the end of each term, there will be a treat for all children who have maintained attendance of 96% or above such as a 'Popcorn or Pizza party with a movie!

In the Senior School, we promote attendance by recognising those classes with the highest attendance each week in our Celebration Assembly on a Friday. In addition to this, we recognise those children who have 100% attendance through praise and 1:1 informal meeting.

7. Supporting pupils who are absent or returning to school

The school recognises that attendance can be affected by a range of complex factors. When concerns arise, we will act promptly to support pupils and families through a structured, collaborative approach.

7.1 Pupils absent due to complex barriers or mental/physical ill health or SEND

When a pupil's attendance is impacted by barriers or health needs, the school will:

Proactively contact parents/carers to discuss concerns and agree next steps.

Take a flexible, individualised approach, which may include:

A part-time schedule

Coordination with external support agencies

Therapy or counselling

-

Support through the school's Emotional Literacy Support Assistant (ELSA) programme

Provision of a quiet workspace for pupils who feel overwhelmed

Any adjustments will be implemented with the full consent and involvement of the pupil and their parents/carers. Where a pupil has an Education Health and Care (EHC) plan and attendance falls, or barriers relate to their needs, the school will inform the local authority.

Early Intervention Steps include:

- Initial contact by the form teacher via email or phone to offer support.
- Meeting with the family to discuss concerns.
- Agreement on an attendance plan and signing an attendance contract.
- Liaison with external professionals where appropriate.
- Involvement of the Attendance Officer.
- Early Help Assessment initiated if needed.
- Referral to CAMHS or implementation of a Team Around the Family (TAF) plan where appropriate.

7.2 Pupils returning after a lengthy or unavoidable absence

To support reintegration, the school will work closely with pupils and parents/carers to create an individualised transition plan. This may involve:

- A gradual return through a part-time schedule
- Emotional and social support via ELSA
- A phased approach combining supervised time in a quiet workspace under SEND guidance with gradual reintroduction to lessons

The transition process will be reviewed weekly, with targets agreed in partnership with the pupil and parents/carers. Where necessary, the school will coordinate with external agencies to ensure a holistic approach to supporting the pupil's return to full-time learning.

8. Attendance Monitoring

The school monitors attendance through:

- Daily Registers: Attendance is recorded electronically at the start of the day and after lunch.
- Regular Data Analysis: Attendance data will be analysed weekly to identify pupils approaching persistent absence thresholds and early interventions will be implemented.
- Thresholds for Action:
 - Attendance below 93% triggers initial contact with parents.
 - Attendance below 90% is classified as persistent absence and reported to the Local Authority Education Welfare Service.
- Escalation Process:
 - Phone call to parents to discuss reasons and offer support.
 - Written reminder if attendance does not improve.
 - Formal meeting with senior staff and parents.

If unresolved, the school may consider withdrawal of the pupil's place (case-by-case basis).

-

Governance Oversight: Governors review attendance data termly as part of the Head's Report.

External Reporting: Persistent absence cases are reported to the Local Authority.

9. Monitoring Arrangements

This policy and its implementation will be monitored as follows:

Frequency of Review

Attendance data will be reviewed weekly by the Heads of School and Attendance Champion.

Termly reports, including attendance trends, analysis of patterns, and improvement actions will be presented to the Governing Board as part of the Head's Report.

The policy will be formally reviewed annually, or sooner if statutory guidance changes.

This policy will be updated promptly following any changes in legislation or guidance

Roles Responsible

The Heads of School and Attendance Champion will oversee day-to-day monitoring.

Governors will provide oversight and challenge through termly reviews.

Data Analysis and Reporting

Weekly analysis of attendance data will identify pupils approaching persistent absence thresholds and trigger early interventions.

Persistent absence cases (below 90%) will be reported to the Local Authority Education Welfare Service in line with statutory requirements.

The school will report to the Local Authority when:

- A pupil has 10 consecutive days of unexplained or unauthorised absence
- A pupil leaves the school (except Year 11)
- A pupil opts for home education
- A pupil is missing and address cannot be confirmed
- A pupil has moved overseas
- A pupil is experiencing missing education due to medical reasons

Evaluation

Effectiveness of interventions will be assessed termly and adjustments made where necessary.

Outcomes of monitoring will be recorded in Governing Board minutes.

Reference

Monitoring will follow guidance set out in the Department for Education document: Working Together to Improve School Attendance (DfE, 2024)

10. Links to Other Policies

-

This section aligns with the Safeguarding and Child Protection Policy, SEND Policy, and Behaviour Policy.

•



Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		



C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause



Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are:
		<ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes



O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays