Attendance and Engagement Policy

Holme Court School
DERBY

September 2026

"At Holme Court Derby, we believe every child deserves the right environment to thrive. We nurture meaningful connections, inspire curiosity and build courage, enabling each young person to discover their strengths, find their voice and prepare for a successful future."

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1 School Mission Statement

1.1 At Holme Court Derby, we believe every child deserves the right environment to thrive. We nurture meaningful connections, inspire curiosity and build courage, enabling each young person to discover their strengths, find their voice and prepare for a successful future.

2 School Values

2.1 Holme Court Derby's values are:

2.1.1 **Be Connected:** We build positive relationships, foster belonging and work in partnership with pupils, families and professionals.

2.1.2 **Be Curious:** We seek to understand barriers, explore solutions and promote learning, wellbeing and engagement.

2.1.3 **Be Courageous:** We support pupils to communicate their needs, embrace new opportunities and develop confidence and independence.

3 Attendance Principles

3.1 At Holme Court Derby, we recognise that attendance and engagement are closely linked and that meaningful engagement is often the first step towards improved attendance.

3.1.1 Attendance grows through positive relationships.

3.1.2 Pupils attend best when they feel safe, understood and valued.

3.1.3 Barriers are explored before sanctions are considered.

3.1.4 Families are key partners in supporting attendance.

3.1.5 Support is personalised and proportionate.

3.1.6 Progress and engagement are celebrated.

3.1.7 Every attendance journey is unique.

3.1.8 Attendance is everyone's responsibility and is strengthened through effective partnership between home and school.

4 Aims

4.1 This is the attendance and engagement policy of Holme Court Derby (**School**). At Holme Court Derby, we believe that attendance is most effective when children feel safe, understood and valued.

4.2 Regular attendance supports safeguarding, wellbeing, engagement, learning and achievement. Holme Court Derby is committed to creating a culture in which pupils feel connected, confident and motivated to attend.

4.3 The policy sets out Holme Court Derby's approach to promoting and securing regular attendance and punctuality, and has been adapted to reflect Holme Court Derby's age range, operating arrangements and local authority procedures.

4.4 The aims of the policy are as follows:

- 4.4.1 Promote positive attendance and punctuality.
- 4.4.2 Support pupils to engage successfully with school life.
- 4.4.3 Create an environment where children feel safe, understood and valued.
- 4.4.4 Identify and address barriers to attendance at the earliest opportunity.
- 4.4.5 Work collaboratively with families and professionals.
- 4.4.6 Ensure attendance concerns are addressed through a supportive and graduated approach.
- 4.4.7 Promote confidence, resilience and independence.
- 4.4.8 Fulfil all statutory responsibilities relating to attendance and safeguarding.

5 Scope and Application

5.1 This policy applies to all pupils on Holme Court Derby roll. Attendance must be recorded for every registered pupil, regardless of age.

5.2 Holme Court Derby recognises that attendance is closely linked to wellbeing, safeguarding, engagement and achievement. Holme Court Derby is committed to promoting positive attendance for all pupils, regardless of age, need or individual circumstance.

5.3 In line with safeguarding responsibilities, attendance will be monitored for all registered pupils.

5.4 The policy applies to:

- 5.4.1 Attendance registration.
- 5.4.2 Reporting absence.
- 5.4.3 Monitoring attendance.
- 5.4.4 Attendance intervention and support.
- 5.4.5 Reintegration following periods of absence.
- 5.4.6 Attendance-related safeguarding procedures.

6 Regulatory framework

6.1 This policy has been prepared to meet Holme Court Derby's responsibilities under:

- 6.1.1 Education (Independent School Standards) Regulations 2014 (as amended in 2026);
- 6.1.2 Statutory framework for the Early Years Foundation Stage (DfE, July 2026);
- 6.1.3 Working together to improve school attendance (DfE, July 2026);
- 6.1.4 School Attendance (Pupil Registration) (England) Regulations 2024;

6.1.5 Data Protection Act 2018 (DPA), UK GDPR and the Data (Use and Access) Act 2025;

6.1.6 Equality Act 2010.

6.2 This policy has regard to the following additional guidance and advice:

6.2.1 Keeping children safe in education (DfE, September 2026) (**KCSIE**);

6.2.2 Children missing education (DfE, September 2025).

6.3 School policies and procedures may be relevant to this policy, including but not limited to:

6.3.1 Child Protection and Safeguarding policy (including children missing education);

6.3.2 Behaviour and discipline policy;

6.3.3 Admissions policy;

6.3.4 Policy on special educational needs and learning difficulties;

6.3.5 Exclusion and withdrawal review policy.

7 Publication and availability

7.1 This policy is available:

7.1.1 On Holme Court Derby website.

7.1.2 On request from Holme Court Derby.

7.1.3 In alternative formats where required.

7.2 Holme Court Derby will communicate attendance expectations and reporting arrangements to parents and carers when pupils join Holme Court Derby and when significant changes occur

7.3 Parents/carers should contact Holme Court Derby using the absence reporting arrangements communicated by Holme Court Derby.

7.4 Holme Court Derby will communicate clearly who parents and pupils should contact about day-to-day attendance matters and who can provide more detailed attendance support.

7.5 Attendance reporting procedures will be shared with families before opening and updated whenever necessary.

8 Responsibility statement and allocation of tasks

8.1 The Proprietor and Governing Body are responsible for:

8.1.1 promoting the importance of regular attendance, and ensuring that school leaders fulfil applicable statutory duties and DfE expectations.

8.2 The Head (Senior Attendance Champion)

8.2.1 The Head is also Holme Court Derby's Senior Attendance Champion and has overall responsibility for attendance, engagement and safeguarding. They have responsibility for:

8.2.2 Setting a clear vision for maintaining and improving attendance and ensuring effective systems are consistently followed;

8.2.3 Ensuring that staff understand their attendance responsibilities and receive appropriate training;

8.2.4 Monitoring attendance and absence data, evaluating the impact of strategies and targeting support where it is most needed;

8.2.5 Working with the Deputy Designated Safeguarding Lead (DDSL), staff, the local authority and other agencies where attendance concerns overlap with safeguarding, health, SEND or wider family needs.

8.2.6 All staff have a role in promoting good attendance, accurately following registration procedures, identifying emerging concerns and passing relevant information promptly to the appropriate attendance, pastoral or safeguarding lead.

8.3 Teaching staff are responsible for recording attendance daily, using Holme Court Derby system and the correct codes, in line with agreed procedures.

8.4 School administrative staff will normally take calls or receive emails from parents about absence on a day-to-day basis and record details on Holme Court Derby system. They will also follow up on any unknown absences.

8.5 Parents and carers are expected to ensure that pupils attend regularly and punctually, notify Holme Court Derby promptly of absence and its reason, provide information reasonably requested by Holme Court Derby, and work with Holme Court Derby and relevant services where support is needed.

8.6 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following specific tasks:

Task	**Allocated to**	**When / frequency of review**
Keeping the policy up to date and compliant with the law and best practice	Head (Senior Attendance Champion)	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken	Head (Senior Attendance Champion)	As required, and at least annually

Task	Allocated to	When / frequency of review
in response and evaluating effectiveness		
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head (Senior Attendance Champion)	As required, and at least annually
Formal review	Proprietor	As required, and at least once every two years

9 Attendance expectations

9.1 Holme Court Derby has high expectations for attendance and punctuality and believes that every child should attend school regularly unless there is a legitimate reason preventing them from doing so.

9.2 We recognise that attendance is closely linked to safeguarding, wellbeing, engagement and achievement.

9.3 Holme Court Derby aims to create an environment where pupils feel:

9.3.1 Safe

9.3.2 Understood

9.3.3 Valued

9.3.4 Connected

9.3.5 Ready to engage in learning

9.4 We recognise that attendance difficulties can arise from a range of circumstances, including:

9.4.1 Physical health needs

9.4.2 Mental health and emotional wellbeing

9.4.3 Special educational needs and disabilities

9.4.4 Family Circumstances

9.4.5 Previous educational experiences

9.4.6 Environmental and sensory factors

9.4.7 Friendship and social difficulties

9.5 Holme Court Derby may use attendance percentages as one indicator of attendance.

9.6 However, attendance percentages will not be used in isolation and Holme Court Derby will always consider the circumstances surrounding an individual pupil's attendance.

9.7 Where concerns emerge, intervention may take place before attendance reaches national persistent absence thresholds.

9.8 Attendance is promoted through:

9.8.1 Positive relationships between staff, pupils and families.

9.8.2 Clear expectations and predictable routines.

9.8.3 A calm and supportive learning environment.

9.8.4 Strong communication with parents and carers.

9.8.5 Identification of concerns at an early stage.

9.8.6 Reasonable adjustments where appropriate.

9.8.7 Individualised support plans.

9.8.8 Celebration of progress and success.

9.9 Holme Court Derby believes children are more likely to attend successfully when they experience connection, understanding and belonging.

9.10 Holme Court Derby aims for all pupils to attend regularly and achieve the highest attendance possible for their individual circumstances.

10 Registration procedures

10.1 Holme Court Derby will maintain its admission and attendance registers electronically in accordance with School Attendance (Pupil Registration) (England) Regulations 2024.

- The attendance register will be taken at the start of each morning session and once during each afternoon session, at the time determined by Holme Court Derby for that session.
- Where significant timetable arrangements are in place for different groups of pupils, Holme Court Derby will seek to structure those arrangements around common points at which attendance can be recorded for all pupils.
- Staggered arrival arrangements can operate alongside the single registration time, where the gates are opened before the formal start of Holme Court Derby day to support the orderly arrival of pupils.
- Holme Court Derby will record whether each pupil is present and, if not, the reason for absence using the appropriate national attendance or absence code.
- Holme Court Derby day begins at 8:50am. The morning attendance register is taken at 8:50am and closes at 9:20am. The afternoon attendance register is taken at 1:10pm and

closes at 1:40pm. Pupils arriving after the register has closed will be recorded using the appropriate attendance code in accordance with current DfE guidance. See appendix 1.

- Where an unexplained absence code is initially used, the correct code will be entered as soon as the reason is established and no later than five working days after the session.
- Any amendment to a register will preserve the original entry and record the amended entry, reason, date and person making the amendment.

11 Types of absence and attendance codes

11.1 Holme Court Derby will use the national attendance and absence codes in accordance with current regulations and DfE guidance. Staff responsible for coding must refer to the current guidance where there is uncertainty and identify the primary reason why the pupil is unable to attend.

11.2 Particular care will be taken with codes relating to approved educational activity, dual registration, part-time timetables, flexi-schooling, pupils with no fixed abode, access arrangements and circumstances where attendance is not possible. Remote education does not constitute attendance at school: a pupil receiving remote education while absent must still be recorded using the appropriate absence code.

12 Reporting absence

12.1 Parents/carers must notify Holme Court Derby as soon as possible and normally before the start of Holme Court Derby day when a pupil will be absent, giving the reason for absence and, where known, the expected date of return. Holme Court Derby will publish clear arrangements for reporting absence.

12.2 Where absence continues, parents/carers should maintain contact with Holme Court Derby as requested and inform Holme Court Derby of any change in circumstances.

13 First-day response and day-to-day follow-up

13.1 Unexplained absence will be followed up promptly on the same day as both an attendance and safeguarding matter.

- Where a pupil is absent and no reason has been provided, Holme Court Derby will make reasonable efforts to contact parents/carers on the first day of absence.
- When parents contact Holme Court Derby to inform staff that their child cannot turn up for school, the Administrator will ask for the reason behind the unexpected absence and record it on the register using the relevant codes.
- The Administrator will call the home of any pupils who by 10:00 am have not turned up to school. They will ask about the reason the pupil has not turned up and find out if there is something Holme Court Derby can do to help get them get to school. They will

remind parents that they need to inform Holme Court Derby as soon as possible when their child cannot turn up to school.

- If the parent is not available, the administrator will leave a standard message:
  - Reminding the parent that they need to inform Holme Court Derby as soon as possible when their child cannot turn up to school

- The Administrator will call the home every day the pupil is absent for 3 consecutive days before moving onto the next stage. They will also send standard text messages to parents of pupils who are absent – the Head/School Attendance Champion will provide a schedule of messages to send.
- The Senior School Attendance Champion will contact the local authority and/or other relevant professionals where there has been no response after 5 consecutive days of absence, or earlier where there are concerns about the pupil's welfare or whereabouts. Where there are safeguarding concerns, Holme Court Derby's safeguarding procedures will be followed immediately and appropriate agencies contacted without waiting for the 5-day point.
- Where appropriate, contact may also be made with foster carers, social workers, youth offending team workers or other relevant professionals.
- If contact cannot be established, Holme Court Derby will consider further reasonable steps in light of the pupil's circumstances and safeguarding risk.
- Where reasonably possible, Holme Court Derby will hold more than one emergency contact number for each pupil.
- Parents/carers will be kept appropriately informed about attendance concerns in a way that explains the time missed and likely impact, rather than relying solely on headline percentages.

14 Monitoring, analysis and early intervention

14.1 Attendance will be monitored and analysed regularly so that concerns are identified early and support can be targeted before absence becomes entrenched.

14.2 Persistent absence is where a pupil misses 10% or more of possible sessions.

Severe absence is where a pupil misses 50% or more of possible sessions.

14.3 When reviewing attendance:

- Weekly patterns and trends will be reviewed at individual pupil, cohort and year-group level, including punctuality where appropriate.
- Individual-level analysis will not be limited to pupils already persistently or severely absent; emerging patterns and changes will also trigger consideration of support.
- Half-termly, termly and full-year analysis will consider patterns in attendance codes, days of absence and, where relevant, lesson attendance.

- Where appropriate and meaningful for Holme Court Derby's context, data will be benchmarked against local, regional and national data or comparable schools.
- Holme Court Derby will consider relevant cohorts according to its pupil population. These may include pupils with SEND or disabilities, pupils with a social worker, looked-after pupils, young carers, disadvantaged pupils and other groups whose attendance is lower than that of their peers.
- The impact of attendance strategies and interventions will be monitored and adjusted where necessary.
- Attendance will never be viewed solely through a numerical lens. Professional judgement and understanding of the individual child will always inform decision making. Where concerns emerge, support will be considered at an early stage to prevent barriers becoming entrenched.

15 Support-first approach and escalation

15.1 At Holme Court Derby, attendance concerns are addressed through support, partnership and understanding. Holme Court Derby recognises that absence is often a symptom of an underlying difficulty rather than a problem in itself. Interventions will therefore focus on understanding barriers and identifying solutions.

15.2 **Be Connected -** We will:

- Build positive relationships.
- Maintain regular communication.
- Strengthen home-school partnerships.
- Promote a sense of belonging.

15.3 **Be Curious -** We will:

- Listen to pupils and families.
- Explore barriers to attendance.
- Seek to understand experiences.
- Consider individual circumstances.

15.4 **Be Courageous -** We will:

- Support pupils to take manageable next steps.
- Encourage confidence and independence.
- Celebrate progress.
- Recognise success at every stage.

15.5 Attendance support may include:

- Meetings with pupils and families.
- Attendance support plans.

- Adjustments to routines.
- Pastoral support.
- Behaviour support.
- SEND support.
- Early Help involvement.
- Multi-agency collaboration.
- Reintegration planning.

15.6 Where voluntary support is not effective or is not engaged with, Holme Court Derby will work with the local authority and other relevant partners as appropriate, where formal intervention may be needed. Any action will be taken in accordance with the current legal framework as applicable for independent schools, DfE guidance and the local authority's arrangements.

16 Safeguarding and children missing education

16.1 Attendance is an important safeguarding indicator. Unexplained, repeated or prolonged absence, or a sudden change in attendance, may indicate welfare or safeguarding concerns. Staff must follow Holme Court Derby's safeguarding procedures and inform the Head (DSL) or, in the Head's absence, the Deputy Designated Safeguarding Lead (DDSL), where appropriate.

16.2 Holme Court Derby will comply with its duties concerning Children Missing Education and will make required notifications and returns to the local authority.

16.3 Holme Court Derby will make reasonable enquiries jointly with the local authority to establish the whereabouts of a pupil where required before deleting the pupil's name from the admission register. Holme Court Derby will not delete a pupil from the admission register until the applicable statutory conditions for deletion have been satisfied. Where a pupil cannot be located or there are concerns about their safety, action will be taken promptly in accordance with safeguarding and local authority procedures.

17 Leave of absence

17.1 Requests for leave of absence should be made in advance wherever required or practicable. The Head, or authorised delegate, will consider each request individually, taking account of the specific facts, circumstances and relevant background context.

17.2 Holme Court Derby will not operate blanket rules under which leave is automatically granted for particular circumstances or events. A holiday or other absence for leisure or recreation would not generally be regarded by the DfE as an exceptional circumstance.

17.3 Where leave is granted, Holme Court Derby will determine the appropriate period and record the absence using the relevant code.

18 Punctuality

18.1 Punctuality is an important aspect of attendance and engagement. Pupils are expected to arrive in sufficient time to be ready for the start of Holme Court Derby day and each registration session. Late arrival will be recorded using the appropriate attendance code and patterns of lateness will be monitored and addressed.

18.2 Holme Court Derby will publish its start time, registration time and register closing time. A pupil arriving after the register has closed without an authorised reason will be recorded using the appropriate unauthorised absence code.

18.3 To support punctuality, Holme Court Derby will:

- Encourage positive morning routines.
- Work with families where punctuality concerns arise.
- Identify barriers affecting punctuality.
- Provide support where required.

19 Pupils with medical absences, health needs, SEND or disabilities

19.1 Holme Court Derby recognises that attendance may be affected by:

- Medical conditions.
- Disabilities.
- Special Educational Needs.
- Mental health needs.
- Neurodevelopmental differences.
- Communication needs.

Holme Court Derby is committed to ensuring that attendance support is personalised and responsive to individual needs.

19.2 Individualised Support

19.2.1 Support may include:

- Reasonable adjustments.
- Environmental adaptations.
- Flexible support arrangements.
- Healthcare planning.
- SEND planning.
- Attendance support planning.

19.2.2 Holme Court Derby will work closely with:

- Pupils.
- Parents and carers.
- Health professionals.

- Local Authority services.
- Other relevant agencies.

19.3 Medical evidence for recording illness absence should only be needed in a minority of cases. Holme Court Derby will not operate a blanket rule requiring medical evidence for illness. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of an illness, or where prolonged or repeated illness means evidence would help Holme Court Derby understand the pupil's needs, determine appropriate support or reasonable adjustments, or record absence accurately.

19.4 Where medical evidence is appropriate, Holme Court Derby will be flexible about its form and avoid placing unnecessary pressure on health services.

19.5 Holme Court Derby will make a sickness return to the local authority where a pupil of compulsory school age is recorded as absent using Code I (illness) and Holme Court Derby has reasonable grounds to believe that the pupil will be unable to attend because of sickness for at least 15 consecutive school days, or that the pupil's total number of school days missed because of sickness during the current school year, whether consecutive or cumulative, will reach or exceed 15 school days.

19.6 Holme Court Derby will not wait until 15 school days have elapsed where it is already reasonably apparent that the threshold will be met. Only one sickness return is required for the same continuous period of sickness in a school year. The return will be made as soon as possible once the relevant criteria are met.

19.7 Long-Term Medical Absence

19.7.1 Where a pupil experiences prolonged absence due to illness or medical needs, Holme Court Derby will:

- Maintain contact with the family.
- Seek professional advice where appropriate.
- Consider reasonable adjustments.
- Develop reintegration plans.
- Explore alternative methods of maintaining engagement.

19.8 Supporting Pupils Experiencing Anxiety-Based Attendance Difficulties

Holme Court Derby recognises that anxiety can be a significant barrier to school attendance. Attendance difficulties may affect pupils regardless of diagnosis or identified need. Holme Court Derby will work collaboratively with pupils, families and professionals to understand the factors contributing to anxiety and identify effective strategies to support attendance.

19.8.1 Support Strategies may include:

- Enhanced transition arrangements.
- Individual attendance support plans.

- Gradual reintegration programmes.
- Identification of trusted adults.
- Access to a safe space.
- Reduced demands during periods of heightened anxiety.
- Environmental adaptations.
- Reasonable adjustments.
- Emotional wellbeing support.

19.8.2 Graduated Approach

Holme Court Derby recognises that progress may be gradual.

Success may be measured through:

- Increased confidence.
- Improved engagement.
- Reduced anxiety.
- Improved relationships.
- Increased participation.
- Sustained attendance improvements.

Small steps will be recognised and celebrated.

20 Reintegration

20.1 Where a pupil has experienced prolonged absence, Holme Court Derby may implement a reintegration plan which may include:

- phased attendance
- attendance support planning
- environmental adjustments
- trusted adult support
- multi-agency collaboration

21 Remote education and reintegration

21.1 Holme Court Derby recognises that remote learning may form part of a planned reintegration programme but will not normally be used as a long-term alternative to school attendance. Where a pupil is absent and remote education is considered, it should only be used as a last resort, after reasonable adjustments have been considered, and as part of a wider plan to support the pupil's return to school.

21.2 A pupil receiving remote education while absent will remain marked absent using the most appropriate attendance code. Holme Court Derby may separately monitor engagement with remote education.

22 Part-Time timetables and flexi-schooling

22.1 All pupils of compulsory school age are entitled to a full-time education. A temporary part-time timetable will only be used in very exceptional circumstances where it is in the pupil's best interests, will be time limited, have a clear plan for review and reintegration, and be agreed with the parent/carer as required.

22.2 Flexi-schooling is distinct from a temporary part-time timetable. Holme Court Derby is not obliged to agree flexi-schooling. Where such an arrangement is agreed, attendance will be coded in accordance with current DfE guidance.

23 Working with the local authority and other partners

23.1 Holme Court Derby will work collaboratively with the local authority School Attendance Support Team and other relevant partners, including through Targeting Support Meetings where applicable, when absence is at risk of becoming persistent or severe or wider support is needed.

23.2 Holme Court Derby will make statutory register notifications and returns to the local authority as required, including relevant new-pupil/deletion, attendance and sickness returns. Independent schools are not required to submit daily attendance data directly to the DfE, but remain subject to applicable statutory information-sharing duties with the local authority.

23.3 Attendance returns will be made to the local authority by agreement and in accordance with School Attendance (Pupil Registration) (England) Regulations. This includes notifying the local authority of a registered pupil of compulsory school age who is not a boarder and who has been continuously absent for at least 10 school days where the absence has been recorded exclusively using one or more of Codes G, N, O or U.

23.4 Holme Court Derby will also make returns in respect of pupils who have failed to attend regularly, in accordance with the Regulations and arrangements agreed with the local authority.

24 Risk assessment

24.1 Where a concern about a pupil's attendance is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

24.2 The format of risk assessment may vary and may be included as part of Holme Court Derby's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, Holme Court Derby's approach to promoting pupil attendance and welfare will be systematic and pupil focused.

24.3 The Head has overall responsibility for ensuring that matters which affect pupil attendance are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

25 Record keeping and data protection

25.1 Attendance and admission registers are legal records. Every entry will be preserved for six years from the date on which the data was entered.

25.2 Attendance information and records of interventions, communications and support will be retained securely in accordance with Holme Court Derby's data protection and retention arrangements and policies.

25.3 Information will be shared lawfully and proportionately with the local authority and other agencies where required or where this is necessary to safeguard a pupil or support attendance.

26 Monitoring and Review

26.1 This policy will be reviewed at least annually and earlier where there are changes to legislation, statutory guidance, local arrangements or Holme Court Derby's circumstances.

26.2 Attendance information will be regularly reviewed as part of governance, and appropriate challenge and support will be provided to school leaders.

26.3 Holme Court Derby will keep attendance procedures and strategies under ongoing review as barriers and patterns change. Where appropriate, Holme Court Derby will seek the views of pupils and parents/carers when reviewing its approach.

27 Version control

Date of adoption of this policy	September 2026
Date of last review of this policy	September 2026
Date for next review of this policy	Autumn 2027
Policy owner – Holme Court - Derby	Head

Appendix 1

The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3, 10(8) and 10(10) School Attendance (Pupil Registration) (England) Regulations 2024: Detailed guidance about the codes can be found on pages 81 – 98 of "Working Together To Improve School Attendance, 2026", 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: • 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