



Bexton Primary School

"Together we can make a difference"

ATTENDANCE AND PUNCTUALITY POLICY AND STRATEGY

2026 – 2029

Date of review:	Autumn 2026
New review date:	Autumn 2029
Senior Attendance Champion:	Emily Armstrong (Headteacher)
Attendance Lead:	Hannah Franklin

Attendance at Bexton: at a glance

- **Every day counts.** We want every child in school, on time, every day that school is open.
- **Doors open at 8:40am**, the register is taken at **8:50am** and it closes at **9:15am**.
- **If your child is absent, please call us before 9:00am on every day of absence** on 01565 632816 (there is an answerphone), or tell us by email or in person.
- **If we don't hear from you, we will complete a welfare check** to make sure your child is safe.
- **Term-time holidays are not generally considered exceptional** and will not normally be authorised. Leave is only granted in truly exceptional circumstances, requested in advance (Appendix 1).
- **You will receive an attendance report every half term.**
- **Talk to us early** if anything is making it hard for your child to come to school. We are here to help.

Senior Attendance Champion: Emily Armstrong, Headteacher **Attendance Lead:** Hannah Franklin. Both can be contacted through the school office on 01565 632816.

1. Aims

At Bexton, we believe that every day in school is a day of learning, friendship and opportunity. Our aim is for every child to *want* to come to school, and for every family to feel supported to make that happen. We will:

- Foster a climate where regular attendance and punctuality are valued by the whole school community.
- Offer a rich, engaging and inclusive school experience that makes children excited to come to school.
- Build strong partnerships with families, with regular, clear communication, including half-termly attendance reports.
- Act early, making supportive contact as soon as a pattern of absence appears.
- Understand and overcome barriers to attendance, especially for our most vulnerable pupils.
- Reduce absence, including persistent and severe absence, working within the Department for Education's (DfE) statutory expectations.

Every child of compulsory school age has the right to an efficient, full-time education suitable to their age, aptitude and any special educational needs and disabilities (SEND). Parents/carers are legally required to make sure their child receives this and, where a child is registered at school, that they attend every day the school is open, except in the small number of circumstances allowed by law. Children in Nursery, and in Reception before they reach compulsory school age (the term after their fifth birthday), are not legally required to attend, but good habits start early and we ask all families to support regular, punctual attendance from the very start.

We explain the importance of attendance at our induction meetings for new Nursery and Reception families, including arriving on time and collecting children promptly, as young children can become upset if left behind on their own. Every new family receives a Parent Handbook with a link to this policy, which is published on our website, and we remind families of its key points each year.

2. Legislation and guidance

This policy meets the requirements of the DfE's statutory guidance [Working together to improve school attendance](#) (July 2026), including the National Framework for Penalty Notices, and follows Cheshire East Council's Local Code of Conduct for penalty notices. It is based on:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)

- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#), as amended by [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)
- [The Equality Act 2010](#) and [The Children and Families Act 2014](#)

It should be read alongside the DfE's guidance on [supporting pupils with medical conditions](#), [children with health needs who cannot attend school](#), [Keeping children safe in education](#) and [children missing education](#), and our Safeguarding and Child Protection, SEND, and Supporting Pupils with Medical Conditions policies.

3. Roles and responsibilities

Good attendance is everyone's responsibility. Everyone at Bexton, and every family, has a part to play.

3.1 The Local Governing Board

The Local Governing Board promotes the importance of attendance, reviews attendance data at least termly (including for groups of pupils who have historically had lower attendance, compared with local and national figures), makes sure staff are trained, and holds the Headteacher to account for this policy and the impact of our attendance strategy.

3.2 The Headteacher: Senior Attendance Champion

- Champions attendance and sets a clear vision that staff, pupils and families understand.
- Makes sure effective systems are in place and followed, and line manages the Attendance Lead.
- Monitors school-level attendance and reports to governors.
- Considers requests for leave of absence in exceptional circumstances.
- Decides when a case should be referred to Cheshire East Council for formal support or legal action, and works with the local authority attendance team.

3.3 The Attendance Lead

- Is the day-to-day point of contact for families about attendance and punctuality.
- Monitors attendance daily and analyses it each half term at whole-school, group and individual level.
- Oversees first-day contact and welfare checks when no reason for absence has been given.
- Makes early, supportive contact with families, agrees individual support plans and reviews their impact.
- Oversees the half-termly attendance reports and works with the SENDCos, staff, the local authority and other agencies.

3.4 The SENDCos

The SENDCos work with the Attendance Lead so that attendance support for pupils with SEND is joined up with their wider support, planning reasonable adjustments with families and liaising with the local authority where a pupil with an Education, Health and Care Plan (EHCP) has falling attendance.

3.5 Class teachers, support staff and office staff

Class teachers take accurate registers at the start of each session, make sure every child feels welcomed every day and share any concerns early with the Attendance Lead. Office staff record messages about absence, make first-day contact with families, and sign in late arrivals.

3.6 Parents and carers

We know that families want the very best for their children, and that life can sometimes make getting to school difficult. We ask parents and carers to:

- Make sure their child attends every day the school is open, unless there is a reason allowed by law, such as illness.
- Make sure their child arrives on time and is collected promptly.

- Contact the school before 9:00am on **every** day of absence, giving the reason.
- Give us at least two up-to-date emergency contact numbers.
- Book appointments outside school hours where possible, and not take holidays in term time.
- Read their child's half-termly attendance report, and talk to us early about anything affecting attendance.
- Attend meetings about attendance and work with us on any agreed plan.

3.7 Pupils

We encourage pupils to come to school every day, on time and ready to learn, and to tell a trusted adult if anything is worrying them or making it hard to come to school.

4. Our proactive approach: every day counts

We believe that regular attendance is key to a pupil's educational success and overall well-being. We are committed to fostering a positive and inclusive learning environment where pupils are encouraged, enthused and supported to attend school consistently. Encouraging regular attendance is about offering a rich, engaging experience that makes pupils excited to come to school, and helps them feel valued and connected to their learning and community.

4.1 Why every day counts

Attendance that sounds high can still add up to a lot of missed learning:

Attendance over a school year	Days of school missed	That is about...
100%	None	Every opportunity to learn, play and take part
97%	About 6 days	More than a week of school
95%	About 10 days	2 school weeks
90%	About 19 days	Almost 4 school weeks (persistent absence)
85%	About 28 days	More than 5½ school weeks
80%	About 38 days	More than 7½ school weeks

Based on a school year of 190 days. From Reception to Year 6, 90% attendance adds up to around 133 days of missed school: more than two-thirds of a school year.

4.2 Positive school culture

We strive to create an engaging, inclusive and supportive atmosphere that motivates pupils to attend school regularly. By offering a wide range of curricular and extracurricular activities, we make sure that every child feels valued and excited to take part in school life. Approaches such as Learning without Limits and OPAL (Outdoor Play and Learning) enhance our holistic curriculum and provision, making school life at Bexton engaging and rewarding, and providing a safe and stimulating environment that all children want to attend.

4.3 Making every day worth coming for

- **Educational trips and visits:** closely tied to classroom topics and announced well in advance, so children are encouraged to attend regularly to prepare for and take part in them.
- **Special visitors and workshops:** authors, scientists, performers and other experts bring learning to life, and regular attendance means children don't miss out.
- **Trailblazer and achievement awards:** recognising effort, attitude, kindness, teamwork and personal growth, celebrated in assemblies and with postcards home.
- **Celebrating improvement:** we celebrate improving attendance as well as consistently good attendance, in a way that is fair to children whose absence is unavoidable.
- **Extracurricular clubs:** creative, physical and academic clubs that tap into children's interests and give them even more reasons to come to school.

- **Assemblies and performances:** regular attendance means children can play an active role in class assemblies and performances for the school and local community.

4.4 Communication and partnership with families

Good attendance starts with close, positive relationships with families. We will:

- Share clear information about attendance through induction and parents' meetings, newsletters and our website.
- Make early, supportive contact when we notice a change, before concerns build.
- Meet with you to talk about any barriers and agree a plan together, with the same member of staff supporting your family wherever possible.
- Let you know when your child's attendance improves.
- Ask for your views, including through parent surveys, so that we can keep improving how we communicate.

4.5 Half-termly attendance reports

Every family receives a short attendance report each half term, showing how their child's attendance and punctuality are going and what this means for their learning. It is a chance to celebrate good and improving attendance, and to spot any pattern early. If you have any questions, please speak to the Attendance Lead; if the report raises a concern for us, we will contact you to talk it through and offer support. Attendance and punctuality are also included in each child's end-of-year report.

4.6 Monitoring and early intervention

We monitor attendance every day and analyse it each half term at whole-school, group and individual level, including for pupils with SEND, disadvantaged pupils and young carers. This helps us to:

- Spot patterns early, such as particular days of the week, absence around weekends and holidays, or frequent lateness.
- Contact families promptly when a pattern emerges or attendance begins to fall below 95%.
- Provide targeted support for pupils at risk of, or experiencing, persistent absence (missing 10% or more of school), and make pupils who are severely absent (missing 50% or more) our top priority.
- Review the impact of support against each child's own starting point.

4.7 Pastoral support and returning to school

Our pastoral team works closely with pupils and families to address anything that may be getting in the way of attendance, offering emotional and social support in school and referrals to services such as family support workers, the school nursing service, mental health support or early help. For pupils returning after a long absence, we offer tailored catch-up and emotional support and, where appropriate, a short phased return with a clear plan back to full-time attendance.

5. Understanding and overcoming barriers to attendance

Absence is often a sign that something else is going on in a child's or family's life. Our ambition for every child's attendance is the same, but some children need extra or different support to get there. We listen to families and to children, and work to remove barriers in school and beyond.

5.1 Pupils with special educational needs and disabilities (SEND)

Our SENDCos and Attendance Lead work together, and with families, so that attendance support is joined up with each child's wider support. This may include reasonable adjustments to routines, arrival, transitions or lunchtimes. Where a child with an EHCP has falling attendance, we will work with the local authority and consider whether their plan needs reviewing.

5.2 Medical conditions

We work with families and health professionals, including the school nursing service, to support children with long-term or recurring health needs, using individual healthcare plans where needed. Where a child is likely to miss 15 school days or more in a school year because of their health, we will work with the local authority, which has a duty to make sure they receive a suitable education.

5.3 Emotional wellbeing and mental health

All children feel worried or anxious at times, and being in school with friends, trusted adults and familiar routines often helps. Where worries are stopping a child from coming to school, we will work with you on a plan, which may include extra support in school, a personalised start to the day and referral to specialist services.

5.4 Other pupils who may need extra support

- **Disadvantaged pupils and families facing hardship:** help with practical barriers where we can, use of pupil premium funding where appropriate, and access to early help.
- **Young carers:** sensitive support in school, and help to access early help or a young carer's needs assessment from the local authority.
- **Children with a social worker, looked-after and previously looked-after children:** close work with social workers and the Virtual School. We always inform a child's social worker of any unexplained absence.

5.5 Part-time timetables and remote education

In very exceptional circumstances, a temporary part-time timetable may be agreed with the parent/carer the child normally lives with, where it is in the child's best interests. It will have a clear end date, be reviewed regularly and include a plan back to full-time attendance, and it is never used to manage behaviour. Remote education is only used as a last resort, as part of a plan to return to school.

6. Working together: our stepped approach

Our approach follows the DfE's "support first" model: we **expect** good attendance, **monitor** it closely, **listen and understand** when there is a problem, **facilitate support**, **formalise support** where needed and, only as a last resort, **enforce**.

Step	When	What we will do	What we ask of you
1. Every day (Expect)	All pupils, all the time.	Promote good attendance, follow up any unexplained absence on the first day with a welfare check, and send half-termly reports.	Send your child every day, on time. Report any absence before 9:00am.
2. Early concern (Monitor, listen and understand)	A pattern emerges or attendance starts to fall below 95%.	Make early, supportive contact to understand any barriers.	Talk openly with us about anything affecting attendance.
3. Targeted support (Facilitate support)	Attendance keeps falling, or is around 90% or below.	Meet to agree an individual support plan, involving the SENDCos, pastoral staff or other services as needed.	Attend meetings and work with us on the plan.
4. Formal support (Formalise support)	Absence continues and support has not worked or has not been taken up.	With Cheshire East Council, agree an attendance contract or early help plan. A Notice to Improve may be issued.	Engage with the formal plan and support.

Step	When	What we will do	What we ask of you
5. Legal intervention (Enforce)	A last resort.	Refer to Cheshire East Council, who may issue a penalty notice or consider an Education Supervision Order or prosecution (section 9).	—

Unauthorised term-time holidays may lead directly to a referral for a penalty notice, as support is not usually appropriate in these cases.

7. Recording attendance

7.1 Registers and timings

We take the register at the start of the morning session and once during the afternoon session, **at the same time for all pupils**, using our electronic registration system.

Doors open	8:40am
Morning register taken	8:50am
Morning register closes	9:15am
Lunchtime	Infants 12:15pm to 1:15pm; Juniors 12:30pm to 1:30pm
Afternoon register taken (all pupils)	1:30pm
Afternoon register closes	1:55pm
End of the school day	3:20pm

Pupils arriving after the register is taken but before it closes receive a late mark (code L), which counts as present. Pupils arriving after the register has closed receive code U, which counts as an unauthorised absence for that session, unless the late arrival is for an authorised reason such as a medical appointment. The register stays open for the same length of time (25 minutes) in each session. Because our Infant and Junior lunchtimes are staggered, Infant classes begin their afternoon learning at 1:15pm, and the afternoon register is taken for all pupils at 1:30pm, once everyone is back in class. All late pupils must report to the school office to be signed in. We share attendance information with the DfE and Cheshire East Council, as required by law.

7.2 Reporting an absence

Please contact the school **before 9:00am on every day your child is absent**, by telephone on 01565 632816 (there is an answerphone), by email or in person, giving your child's name, class and the reason. If your child is ill, please tell us the nature of the illness so that we can record it accurately and support their return. If no reason is provided, the absence will be recorded as unauthorised.

7.3 Welfare checks

Keeping children safe is our first priority. **If your child is absent and you have not contacted us to give a reason, we will complete a welfare check.** We will:

- Call you on the first day of absence.
- Call your other emergency contacts if we cannot reach you.
- Make a home visit if we still cannot confirm that your child is safe and well.
- Where necessary, contact other agencies, including children's social care or the police.

This is why it is so important to contact us on every day of absence, and to make sure we always have at least two up-to-date contact numbers for your child.

7.4 Illness

We will normally authorise absence for illness without medical evidence, and will only ask for evidence in a minority of cases: where absences are frequent or long-term and we need to understand a child's needs to

plan support, or where we have a genuine concern about the authenticity of an illness. Evidence does not have to be a doctor's note; a prescription or appointment card may be suitable. If we are not satisfied, the absence will be recorded as unauthorised and we will let you know in advance.

Is my child too ill for school?

Children with minor illnesses, such as a cough or cold, can usually still come to school. Children with a high temperature should stay at home until it has gone, and after diarrhoea or vomiting they should stay off until 48 hours after the last episode. See the NHS guide [Is my child too ill for school?](#) or call us if you are unsure.

7.5 Medical and dental appointments

Appointments are authorised if you let us know in advance; please show us the appointment card or letter where possible. Wherever possible, please book appointments outside school hours, or keep time out of school to a minimum.

7.6 Punctuality

Arriving on time gives children a calm, positive start to the day. Small amounts of lateness add up: 5 minutes late every day is more than 15 hours of learning lost over a year (more than two school days), and 15 minutes late every day is more than 7 school days. If lateness becomes a pattern, we will contact you to help. Persistent lateness after the register has closed counts as unauthorised absence and can lead to the legal measures in section 9.

8. Authorised and unauthorised absence

Only the school can authorise an absence. Absence is **authorised** for reasons allowed by law, such as illness, medical appointments, religious observance or leave granted in advance. It is **unauthorised** when no permission or satisfactory reason has been given, for example a term-time holiday, arriving after the register has closed, or days out, shopping or birthdays.

8.1 Leave of absence during term time

The law only allows leave of absence during term time in a small number of specific circumstances, including exceptional circumstances. Leave will only be authorised in **truly exceptional circumstances**. A leave of absence is granted at the Headteacher's discretion, and the Headteacher will also decide how many days are granted. Each request is considered individually, on its own merits. Holidays and other leisure activities are not generally considered to be exceptional, and parents/carers have no entitlement to take their child out of school for a holiday in term time.

Requests must be made **in advance**, in writing, by a parent/carer with whom the child normally lives, using the school's form (Appendix 1), as far in advance as possible. Parents/carers will be advised of the outcome through return of a copy of the form. The regulations do not allow schools to give retrospective approval.

If leave is taken without permission, or for longer than agreed, the absence will be recorded as unauthorised (code G for a holiday). The school may then refer the matter to Cheshire East Council for a penalty notice (see section 9).

8.2 Other circumstances

- **Religious observance:** absence on a day set aside exclusively for religious observance by the religious body to which the parents/carers belong is authorised (code R). Please let us know in advance.
- **Traveller and mobile families:** where a child has no fixed home and travels with a parent whose trade or business means travelling from place to place, absence may be authorised (code T). Please talk to us before you travel.
- **Children missing education:** if a child does not return when expected, or is absent for a long period without explanation and we cannot contact the family, we will work with the local authority to make enquiries about the child's whereabouts and safety.

9. Legal measures

Our approach is always support first, and most families will never need this section. However, parents/carers have a legal duty to make sure their child attends school regularly. Where absence continues and support has not worked or has not been engaged with, or where support is not appropriate (for example, an unauthorised term-time holiday), the local authority can use legal measures. Decisions are made case by case, and only for pupils of compulsory school age.

9.1 Attendance contracts and Notices to Improve

An attendance contract is a voluntary written agreement between parents/carers and the school or local authority, setting out the support that will be provided and what is expected of everyone. Before a penalty notice is issued, parents/carers will usually receive a Notice to Improve, giving a final opportunity to engage with support and improve attendance. A Notice to Improve may not be issued where support is not appropriate, such as for an unauthorised term-time holiday.

9.2 Penalty notices

Penalty notices are issued in line with the DfE's National Framework for Penalty Notices and Cheshire East Council's Local Code of Conduct. Where a pupil has **10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling period of 10 school weeks**, the school will refer the case to Cheshire East Council, which may issue a penalty notice. This can be any combination of unauthorised absence, such as a term-time holiday, arriving after the register has closed, or absence without a satisfactory reason, and the 10 school weeks can span different terms or school years.

Penalty notices are issued to each parent, for each child, and are paid to the local authority:

Penalty notice	Amount
First penalty notice	£160 if paid within 28 days, reduced to £80 if paid within 21 days
Second penalty notice to the same parent for the same child within 3 years	£160, paid within 28 days (no reduction)
Third occasion within 3 years	A penalty notice cannot be issued. The local authority will consider other action instead, which may include prosecution.

If a penalty notice is not paid in full within 28 days, the local authority will decide whether to prosecute or to withdraw the notice.

9.3 Education Supervision Orders, prosecution and parenting orders

An Education Supervision Order is made by a court and gives the local authority a formal role in supporting and directing the pupil and family; it initially lasts for one year and can be extended. Prosecution is the last resort and can only be brought by the local authority. If convicted, parents/carers can be fined up to £1,000 or, where they knowingly fail to make sure their child attends, fined up to £2,500 and/or given a community order or a prison sentence of up to 3 months. The court may also impose a parenting order.

10. Monitoring, evaluation and review

Each autumn, we set a clear starting point for attendance at whole-school, group and individual level. We analyse attendance every half term, compare it with local and national figures, and revisit agreed actions. At the end of each year, the Headteacher evaluates the impact of our strategy against that starting point, including persistent and severe absence and differences between groups, and reports to the Local Governing Board. A pupil is **persistently absent** if they miss 10% or more of their sessions, and **severely absent** if they miss 50% or more.

We seek the views of families, pupils and staff, including through parent surveys. This policy will be reviewed every three years, or sooner if the law or DfE guidance changes.



Request for leave of absence in exceptional circumstances

Regular school attendance is essential to children's learning, progress and wellbeing. Every school day provides valuable opportunities to develop knowledge, skills, friendships and confidence, and we appreciate the support of our families in ensuring that children attend school regularly and arrive on time.

We recognise that there may occasionally be circumstances in which parents need to request leave of absence during term time. However, there are clear legal requirements governing when such leave can be authorised, and we ask all families to consider these carefully before submitting an application.

When can leave be granted?

Under the School Attendance (Pupil Registration) (England) Regulations 2024, Headteachers may only grant leave of absence during term time in specific circumstances, including where exceptional circumstances apply.

Each application will be considered individually, taking account of the circumstances presented. Any decision to authorise leave, including the number of days permitted, is at the Headteacher's discretion.

Holidays, family trips and other leisure activities during term time are not normally considered exceptional circumstances, and there is no automatic entitlement to term-time leave.

How to apply

Applications must be made **in advance**, using this form, by a parent or carer with whom the child normally lives. Requests should be submitted as far in advance as possible, with sufficient information to explain the exceptional circumstances.

Parents and carers will be notified of the Headteacher's decision through the return of a completed copy of this form. Leave cannot be authorised retrospectively.

What happens if leave is taken without permission?

Where leave is taken without authorisation, or a child remains absent beyond the period agreed, the absence will be recorded as unauthorised.

Under the national framework for attendance, schools must consider whether a penalty notice is appropriate when a pupil accumulates **10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling period of 10 school weeks**.

This can include any combination of unauthorised absences, such as holidays during term time, arriving after the register has closed or absence without an acceptable reason. The 10-week period can span different school terms or academic years.

Where appropriate, cases may be referred to Cheshire East Council for consideration of a penalty notice, in accordance with national guidance and the local authority's Code of Conduct.

Penalty notices are issued to each liable parent or carer, for each child, and are payable to the local authority, as outlined below:

Penalty notice	Amount
First penalty notice	£160 if paid within 28 days, reduced to £80 if paid within 21 days
Second penalty notice to the same parent for the same child within 3 years	£160, paid within 28 days (no reduction)
Third occasion within 3 years	A penalty notice cannot be issued. The local authority will consider other action instead, which may include prosecution.

If a penalty notice is not paid in full within 28 days, the local authority will decide whether to prosecute or to withdraw the notice.

1. About your child

Child's name		Date of birth	
Class		Class teacher	
Brothers or sisters at Bexton included in this request (names and classes):			

2. Leave requested

First day of absence		Date returning to school	
School days requested			

3. Reason for the request

Please explain the exceptional circumstances for this request, and why the absence must be taken during term time.

Supporting evidence attached (for example, a letter or appointment details): ☐ Yes ☐ No

4. Parent/carer declaration

Parent/carer name		Relationship to child	
Contact telephone			
☐ The child named above normally lives with me. ☐ I have read the information on this form. I understand that if this request is not authorised and my child is absent, or if my child is absent for longer than agreed, the absence will be recorded as unauthorised and, if the threshold explained on this form is met, the school will refer the case to Cheshire East Council, which may issue a penalty notice.			
Signature		Date	

For school use only

Date received		Received by	
Decision	☐ Authorised ☐ Declined	School days authorised	
Comments			
Headteacher's signature		Date parent informed	

Appendix 2: DfE attendance codes

These codes are set out in the School Attendance (Pupil Registration) (England) Regulations 2024 and the DfE's guidance (July 2026). Some are rarely used in a primary school.

Code	Meaning
Present	
/ \	Present at morning (/) or afternoon (\) registration
L	Late arrival before the register has closed
Attending a place other than the school	
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a supervised sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered: attending another school where the pupil is also registered
Authorised absence: leave of absence	
C1	Leave to take part in a regulated performance or regulated employment abroad
M	Leave to attend a medical or dental appointment
J1	Leave to attend an interview for employment or admission to another educational institution
S	Leave to study for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave for a compulsory school age pupil on an agreed part-time timetable
C	Leave of absence granted in exceptional circumstances
Authorised absence: other reasons	
T	Parent travelling for occupational purposes (child with no fixed home travelling with a parent)
R	Religious observance
I	Illness (not medical or dental appointments)
E	Suspended or permanently excluded, with no alternative provision made
Unable to attend because of an unavoidable cause	
Q	Lack of access arrangements (the local authority has not made required travel arrangements)
Y1	Transport normally provided is not available
Y2	Widespread disruption to travel
Y3	Part of the school premises is unavoidably out of use
Y4	Whole school site unexpectedly closed
Y5	Pupil is in criminal justice detention
Y6	Public health guidance or law
Y7	Any other unavoidable cause
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established (replaced with the correct code within 5 working days)
O	Absent in other or unknown circumstances
U	Arrived after the register has closed
Administrative codes	
Z	Prospective pupil not yet on the admission register
#	Planned whole school closure (for example half term, bank holidays and INSET days)