




'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic MAT

Company No: 08444133

Registered Office: Fordham Road, Newmarket, Suffolk, CB8 7AA

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Signed by Trust CEO:	
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Attendance Policy

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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
- Promoting and supporting punctuality in attending lessons.

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

3.1 At all schools in the Trust, we believe that attendance is a responsibility shared by Directors, Local Governors, staff, parents, pupils and the wider school and Trust community. The Local Governors of the relevant school and the Directors of the Trust will:

The local governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- 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 policies and ethos
- Making sure school 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 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 school processes and improvement efforts to make sure they are meeting pupils needs
- Where school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- 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 analyzing attendance data
- Sharing effective practice on attendance management and improvement across schools in the Trust
- Holding the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher 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
- Issuing fixed-penalty notices, where necessary, and/or authorising named others, including where appropriate the local authority, to be able to do so
- 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 school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across 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
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

See Appendix 1 for each school designated senior leader responsible for attendance and their contact details

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher/or person authorised by the Headteacher when to issue fixed-penalty notices

3.5 Class teachers/ form tutors

Class teacher/form tutors are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 2), and submitting this information to the school office in the same session.

3.6 School admin staff

School admin 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 designated senior leader/ head of year / pastoral care where appropriate, 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 session on time
- Call school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide 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
- Keep to any attendance contracts that they make with school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting school – see Appendix 1 for individual school contact details

3.8 Pupils

Pupils are expected to:

- Primary schools:Attend school every day, on time
- Secondary schools:Attend every timetabled session, on time
- Sixth Form: Call the school to report their absence before 9am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

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

School will take the attendance register at the start of the first session of each school day and once during the second session. 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 2 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age: 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

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

See Appendix 3 for individual schools' start end and registration times. Registers will remain open not longer than 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

Pupils must arrive in school by the start time each school day.

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 8:30am or as soon as practically possible, by calling the school admin/office staff, who can be contacted via telephone or email address.

See Appendix 1 for individual school notification procedure.

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, school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. School will not ask for medical evidence unnecessarily.

If school is not satisfied with 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 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
- School will monitor punctuality and will contact parents to offer support to address issues of persistent lateness

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 parents 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 conduct a home visit and/or contact the police or social care.
- 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 officer or make a home visit
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- 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 issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

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

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

The headteacher 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 Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are significant, unavoidable and outside of an individual's control. Leave of absence in term time for exceptional circumstances is not an entitlement and solely at the discretion of Headteacher and following Trust, local and national guidance. School will not authorise absence if they believe it to be to the detriment of a pupil's education or if the absences are during or leading up to a school exam period.

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, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The Headteacher may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g., sixth form) leave can be requested or agreed by the pupil or a parent they normally live with.

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, 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 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

5.2 Sanctions

Schools will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

School implements a range of strategies to support improved attendance. These may include, but are not limited to: discussion with parents and pupils, parent support advisor, pupil voice activities, friendship groups, 1 to 1 mentoring, reward systems, additional learning support, behaviour support, reintegration support packages, attendance panels, parenting contracts and engaging the support of other agencies.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

School recognises some pupils require additional support to achieve good attendance. School works proactively with pupils and their families and, where relevant, external agencies to identify and address complex barriers using a range of strategies to support the pupil and improve attendance.

7.2 Pupils absent due to mental or physical ill health or SEND

Where pupils are absent from school due to mental or physical health or SEND school will work closely with medical professionals, pupils and their families to ensure a consistent and appropriate response to the absence. School will provide learning that can be completed at home and will liaise with the family to ensure that the learning is understood and completed.

There may be cases where pupils can attend school on a part time basis via an agreed reduced timetable over a set number of weeks. Where implemented, this will be on an individual needs basis and will only ever be a short term solution.

Where pupils with mental, physical health or SEND needs attend school reasonable adjustments will be put in place e.g. rest breaks, use of a laptop, pre-teaching and revisiting of learning. School will liaise with other professionals such as Mental Health Practitioners, Occupational Therapists, Physiotherapists and School Nurses and take into consideration their recommendations when planning and delivering learning for these pupils.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

School is committed to pro-actively successfully supporting pupils back in school after a lengthy or unavoidable period of absence. This may include pre-return meetings with parents and pupils, agreed short term phased return timetables and/ or other alternative approaches and adjustments as best fit the individual specific circumstance.

8. Attendance monitoring

School will regularly monitor attendance and absence data (including punctuality data) and systematically and analyses it to identify causes, trends and patterns of absence. Evaluated outcomes are used to devise solutions and review the effectiveness of interventions put in place.

8.1 Monitoring attendance

School will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request. School has granted the DfE access to its management information systems so the data can be accessed regularly and securely.

Data will be collected each term and published at national level through the DfE's school absence of national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at the whole school, year group and cohort level against Trust, local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.2 Analysing attendance

School will:

Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

- School will:
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers/ form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the Trust, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Issue attendance notification letters where appropriate
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school

- Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
 - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
 - Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behavior policy
- Special Educational Needs

Appendix 1: individual School attendance contact details & notification procedure

School Name	Attendance Lead	Contact Details	Absence Notification
St Alban's Catholic High School, Ipswich	Aliyah Harries	Attendance@st-albans.suffolk.sch.uk or 01473 726178	Contact school absence line on 01473 726178 by 8.30am on 1 st day of absence and leave a message
St Alban's Catholic Primary School, Cambridge	Anna Oswald	aoswald@stalbans.cambs.sch.uk	Absence request form for planned absences, phone the school office 01223 712148 before 8.30am
St Benedict's Catholic School, Bury St Edmonds	M Wesley (attendance officer)	01284 753512 or attendance@st-benedicts.suffolk.sch.uk	parent to telephone the school/attendance or email attendance@st-benedicts.suffolk.sch.uk
St Felix Roman Catholic Primary School, Haverhill	Jenny Goodall	Jenny.goodall@st-felixrc.suffolk.sch.uk	Contact office on 01440 703775, choosing Option 1, and leave a message on the absence line before 8.40am each and every day the child is absent or email admin@st-felixrc.suffolk.sch.uk /message via Parentmail.
St Laurence Catholic Primary School, Cambridge	Kerry O'Dell	kodell@stlaurence.cambs.sch.uk	Call office 01223 712227 or email office@stlaurence.cambs.sch.uk
St Louis Roman Catholic Primary Academy, Newmarket	Antoinette Jones	admin@stlouisacademy.co.uk or 016386 62719	Contact school on 10638662719 choosing Option 1, and leave a message on the absence line before 8.50am each and every day of absence
St Pancras Catholic Primary School, Ipswich	Michelle Power	admin@st-pancras.suffolk.sch.uk	Phone school on 01473 742074 by 8.40am on 1 st day of absence or email admin@st-pancras.suffolk.sch.uk
St Mary's Catholic Primary School, Ipswich	Patricia Crabb	admin@st-marys-ipswich.suffolk.sch.uk	Phone school on 01473 728372, choosing option 1 and leave a message on the absence line before 8.40am each and every day of absence or email admin@st-marys-ipswich.suffolk.sch.uk
St Marks Catholic Primary School, Ipswich	Karen Langley	admin@st-marks.suffolk.sch.uk	Phone school on 01473 601748, by 8:40am on 1 st day of absence

			or email: admin@st-marks.suffolk.sch.uk
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Appendix 2: 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

Appendix 3: school start, end & registration times

School	Day Begins	Register Taken	Late before Close	Register Closes
St Alban's Catholic High School, Ipswich	8.35am	8.40am	9.00am	9.05am
St Alban's Catholic Primary School, Cambridge	8:55am	9:00am	9:05am	9:15am
St Benedict's Catholic School, Bury St Edmonds	8.55am	8.55am	9.25am	9.15am
St Felix Roman Catholic Primary School, Haverhill	8.40am	8.45am	8.50am	8.55am
St Laurence Catholic Primary School, Cambridge	8.55am EYFS/KS1 9.00am KS2	9.05am EYFS/KS1 9.10am KS2	9.15am	9.20am
St Louis Roman Catholic Primary Academy, Newmarket	8.40am	8.45am	8.50am	9.00am
St Pancras Catholic Primary School, Ipswich	8.50am	8.55am	9.00am	9.05am
St Mary's Catholic Primary school, Ipswich	8.40am	8.50am	8.55am	9.00am
St Mark's Catholic Primary school, Ipswich	8:40am	8:45am	8:50am	8:55am