COWORTH FLEXLANDS
Prep School & Nursery
Inspiring Minds, Nurturing Spirit

United Learning – Independent Schools Attendance Policy

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Coworth Flexlands School– United Learning Independent School

1. Policy Statement

Coworth Flexlands School recognises that high attendance and punctuality are fundamental to academic success, personal development, and the wellbeing and safety of pupils. This policy sets out expectations, procedures and responsibilities of all pupils, parents, staff, and school leaders at Coworth Flexlands in relation to attendance.

Its purpose is to promote high levels of attendance and punctuality; to ensure every pupil has access to a full-time suitable education; to support families in meeting their legal obligations; to identify and address patterns of poor attendance early and to ensure there are clear procedures in place for monitoring and intervention.

Whilst all pupils have a right to full-time education and the school has high attendance expectations for all pupils, the school will account for the specific needs of certain pupils and pupil cohorts. In applying this policy, the school will consider its duties under the *Equality Act 2010* and the *UN Convention on the Rights of the Child*.

This policy was developed having regard to the following legislation and guidance:

- The School Attendance (Pupil Registration) (England) Regulations 2026
- Working Together to Improve School Attendance (DfE) 2026
- the School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Independent School Standards) Regulations 2014,
- Children Missing Education (DfE) 2024

2. Definitions

The following definitions apply to this Policy:

- **Senior Attendance Champion** – The member of the senior leadership team designated to oversee all attendance-related matters and to champion and promote good attendance.
- **Persistent Absence** – Attendance below 90%.
- **Unauthorised Absence** – Absence that has not been authorised by the school in line with the processes set out below.
- **Parent** – In this document the term ‘parent’ is to refer to a parent, carer, guardian, or anyone with legal responsibility for the pupil.

3. Key contacts

School office – parents must call 01276 855707 before 8:30am to report illness and any other unplanned absences.

Senior Attendance Champion	Joe Yates	Deputy Head - Wellbeing	secretary@coworthflexlands.co.uk
School Attendance Officer	Lauren Walker	School Secretary	secretary@coworthflexlands.co.uk
Form Tutor	For initial support on attendance please contact the pupil's relevant Form Tutor, see Parent Handbook for details		

4. Publication of this policy

This policy is published on the school website and will be sent to parents when pupils join the school and when it is updated. A reminder of this policy will be sent at the beginning of the school year to all parents.

5. Responsibilities

The Local Governing Body will:

- Have overarching responsibility for attendance at the school.
- Delegate responsibilities under this policy as described below.
- Monitor and review attendance on a termly basis.
- Ensure this policy is reviewed on an annual basis.

The Headteacher will:

- Ensure this policy is implemented and reviewed annually.
- Monitor attendance data regularly.
- Report termly attendance to the Local Governing Body and United Learning.
- Ensure that staff are appropriately trained.

The Senior Attendance Champion will:

- Oversee daily attendance systems.
- Maintain accurate attendance records.
- Work with families, pastoral teams, and external agencies to address attendance concerns.
- Ensure that staff are familiar with attendance expectations and processes and apply them consistently.
- Set a clear vision for improving and maintaining good attendance.

- Monitor and evaluate the efficacy of the School's attendance strategies and processes.

Tutors/Class Teachers will:

- Complete morning and afternoon registration accurately.
- Monitor attendance daily.
- Refer unexplained absences to the school office to make same-day enquiries with parents.
- Raise concerns promptly with the Senior Attendance Champion.
- Deal with lateness consistently in line with the Behaviour Policy.

The School Secretary (Attendance Officer) will:

- Follows up on the day regarding any unexplained absences.
- Liaises with the Senior Attendance Champion to ensure pupil absences are dealt with promptly and effectively.
- Ensures attendance registers are completed accurately.

All staff will:

- Promote and regularly communicate the importance of good attendance for example through assemblies, PSHE lessons and conversations with pupils and parents.
- Support a school culture of high expectations in relation to attendance and punctuality.
- Be aware that poor attendance may be a symptom of wider concerns about a child.
- Attend training and briefings relevant to attendance and adhere to this policy.

Parents are expected to:

- Be aware of their legal obligation to ensure that their child(ren) of compulsory school age receive an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.
- Observe the terms of the Parent Handbook and be aware that failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.
- Ensure their child attends school daily and on time.
- Notify the school of any absence by 8:30am and provide a reason for it.
- Provide reasons and, if requested, evidence for absences (e.g., medical notes).
- Try to book routine dentist and other appointments outside the school day wherever possible.
- Use the procedure below under "Leave of absence" when seeking advance authorisation for absence.

Pupils are expected to:

- Attend school daily and arrive on time.
- Be responsible for attending registration and lessons punctually.
- Remain on the school site during the school day except where attending an authorised activity.

6. Timings of school day and registration

- The school day begins at 8:40am. The Prep-Prep day and ends at 3:30pm and the Prep school day ends at 4:00pm. Pupils are expected to be onsite or attending a school approved activity for the entire day, this period may be extended for the purpose of attending clubs etc.
- Morning registration opens at 8:20am; afternoon registration opens at 1:10pm.
- Registers are taken electronically and completed within 30 minutes.
- If a pupil is absent when the register started being taken but arrives before the register is closed, they will be recorded as a late arrival.
- Late arrival after the register closes is marked as an unauthorised absence unless a valid reason is provided.
- Parents must notify the school office by 8.30am on the day of any unplanned absence.
- Where there is an unexplained absence, this will be referred to the School Secretary who will contact the parents to follow up on the same day.

7. Leave of absence

- Applications for authorised leave of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headteacher, Nicola Cowell at secretary@coworthflexlands.co.uk.
- The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record, and the relevant background context behind the request.
- If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence.
- A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

8. The Attendance Register

Attendance and absences are recorded in the school Attendance Register using the relevant codes as set out in *The School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working together to improve school attendance (DfE) 2026*.

The Attendance Register will show whether a pupil is present, late, attending a place other than school or absent.

Absences are either:

- Authorised: e.g., illness, religious observance, medical appointments (evidence may be required).
- Unauthorised: e.g., holidays during term time without authorisation, absence without valid explanation.

The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. Registers are legal records and , in line with current legislation, the School will preserve every entry in the attendance register for 6 years from the date the data was entered.

Where amendments are made, the School will ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register will only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

9. Monitoring and Intervention

Data from the Attendance Register is monitored to identify weekly attendance patterns and trends and to deliver intervention and support in a targeted way to pupils and families. Identifying the pupils who need support will not just focus on persistent and severe absence, but the school will also seek to identify pupils who can be supported earlier before patterns become entrenched.

The school will work with parents and pupils and relevant school staff such as the SENCO, if appropriate, to identify particular barriers to attendance and to put in place appropriate support. Support will be tailored to the individual circumstances of the pupil. As a general guide, the following principles will be followed:

- Attendance below 95% triggers investigation and conversations with parents to identify barriers to attendance.
- Below 90% (persistent absence) or below 50% (serious absence) prompts a structured intervention plan; in such cases the school will work with the local authority to put in place targeted support which may include Early Help.
- Home visits may be conducted if absence is unexplained or safeguarding concerns are raised about a child who is not attending school.
- Attendance panels may be convened with families and senior leaders.

- Attendance of pupils with a social worker will be reviewed regularly and additional support considered at an early stage where attendance concerns arise.

10. Additional needs

It is acknowledged that some pupils may find it harder than others to attend school, for example, those with special educational needs, disabilities, medical conditions, and/or social, emotional, and mental health difficulties. In such cases the school will work with those pupils and parents to try to remove barriers to attendance and to put the right support in place.

Where appropriate, this will include considering what reasonable adjustments can be made to remove any potential in-school barriers to attendance. Where it is in the pupil's best interests, a temporary part-time timetable can be considered part of a re-integration package to meet the child's needs and encourage regular attendance at school. This may be appropriate where a pupil is unable initially to attend full-time education. A part-time timetable will not be treated as a long-term solution and there will be pastoral support and other programmes running alongside the part-time timetable to encourage full-time attendance.

Where a pupil has an education, health, and care plan (EHCP) the school will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

The school may, in limited circumstances, with the agreement of parents, provide remote education to enable pupils who are well enough to learn but unable to attend the school site for a time-limited period. In such cases, the pupil will be recorded as absent using the most appropriate absence code. Remote education will only be used as a temporary and time-limited measure and will normally form part of a planned reintegration pathway back into full-time attendance.

The school will also be particularly mindful of attendance barriers experienced by:

- young carers
- pupils with a social worker
- pupils known to youth justice services
- pupils experiencing mental health difficulties

11. Safeguarding and Attendance

All pupils

Persistent or unusual absence patterns may be indicators of safeguarding concerns. The Designated Safeguarding Lead will be informed if:

- A pupil is absent without explanation for more than two consecutive days.
- A pattern of concern arises.

- Follow up action in such cases may include a referral to children's social care.

12. Data Collection and Reporting

- Attendance data is reported to the Local Governing Body and United Learning on a regular basis.
- Individual pupil attendance is included in school reports.
- The school is legally required to share information from the registers with the local authority. This includes:
    - New pupil and deletion returns outside of normal transition time.
    - Attendance returns (where a pupil has 10 consecutive days of unauthorised absence)
    - Sickness returns (where a pupil is unable to attend because of sickness and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more in one school year)
- The School must provide specific pupil information on request to the Secretary of State and inspectorates.
- Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

13. Attendance Strategy

This policy supports the attendance strategy of Coworth Flexlands School which aims to promote a culture of high attendance that supports pupil welfare and educational outcomes such that all pupils are accounted for and supported to access their full-time education entitlement. The School seeks to ensure that attendance is accurately recorded, monitored, and reported, and that our systems and processes are designed to help reduce absences and to identify and address patterns of persistent or severe absence, including for pupils with SEND or health needs, through early intervention and partnership with families.

14. Policy Review

This policy will be reviewed annually. It will be monitored by the Senior Attendance Champion and updated and revised if necessary, during the annual cycle.

Template Owner	Operations Business Partner – Independent Schools
Department responsible	School Improvement Teams
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Reviewed	September 2026
Date Policy Authorised	October 2026
Policy Owner	J.Yates - School Attendance Champion
Review Date	October 2027

Appendix A – Attendance and Absence Codes

Registration Codes

Appendix A – Department for Education (DfE) Attendance & Absence Codes

Attending	
**/ **	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix B – Further Information about Attendance and Absence Codes

Attending the School (and Lateness)

Pupils are marked present (**/ **) if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

Our pupils must arrive by 8:40am each school day.

Our morning register is taken at 8:40am and will be kept open until 9:00am

In Pre-prep classes, our afternoon register is taken at 1:00 pm and will be kept open until 1:20pm.

A pupil who arrives late but before the register has closed will be marked as late (**Code L**) – which counts as present.

If a pupil arrives after the register has closed they will be marked with the unauthorised absence code "Late after registers close" (**Code U**) which is an unauthorised absence mark.

However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance Working together to improve school attendance (publishing.service.gov.uk) 2026

Attending a place other than the school

Pupils are marked as attending a place other than the school if they are present for the assigned session. These codes include:

- **Code K** Attending education provision arranged by the local authority
- **Code V**: Attending an educational visit or trip
- **Code P**: Participating in a sporting activity
- **Code W**: Attending work experience
- **Code B**: Attending any other approved education activity
- **Code D**: Dual registered at another setting

Our school retains responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. Our school must be satisfied that appropriate measures have been taken to safeguard the pupil. Our school should ensure that we have in place arrangements whereby providers notify the school of any absence. Our school must record the pupil's absence using the relevant absence code.

If a pupil is attending an alternative education provider such as another school or Pupil Referral Unit for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider arranged by the school, which is not a school or Pupil Referral Unit, for part or all their education, we will mark the sessions which the pupil attends the alternative setting as code B (any other approved educational activity).

The school expects the alternative provision (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary**.** Attendance updates will be provided on a **weekly** basis, or more frequently if agreed with the alternative setting. Any attendance concerns will be followed up by us, in conjunction with the Alternative Provision (AP).

Absent – Leave of absence

A leave of absence means that the school has given approval in advance for a pupil of compulsory school age to be away from the school. These codes are classified for statistical purposes as 'authorised absence' which means the pupil's absence is with permission granted by the school. These codes include:

- **Code C1**: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- **Code M**: Leave of absence for the purpose of attending a medical or dental appointment
- **Code J1**: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- **Code S**: Leave of absence for the purpose of studying for a public examination
- **Code X**: Non-compulsory school age pupil not required to attend school
- **Code C2**: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- **Code C**: Leave of absence for exceptional circumstance

Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The school will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school.

The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols.

All term time absence for children in care should be discussed at the child's Personal Education Planning (PEP) meeting in advance where possible and agreed with the Social Care and Virtual School. This permission should be gained before school is approached for approval. The school will contact the Virtual School in relation to any requests for term time absence for a child in care.

Medical/Dental Appointments

Parents should try to make appointments outside school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a

whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

No pupil will be allowed to leave the school site to attend a medical appointment during the school day without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment. The school may request evidence of the appointment for our records.

Part-time timetables - Leave of absence for a compulsory school age pupil subject to a part-time timetable

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

Absent – other authorised reasons

Absent due to other authorised reasons means that the school has given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. These codes are classified for statistical purposes as 'authorised absence'. These codes include:

- **Code T:** Parent travelling for occupational purposes
- **Code R:** Religious observance
- **Code I:** Illness (not medical or dental appointment)
- **Code E:** Suspended or permanently excluded and no alternative provision made

Mobile pupil - Parent travelling for occupational purposes

The school will authorise the absence of a mobile pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends.

In accordance with the law, the school will authorise **one day's absence** for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be necessary, they should be requested in advance using the leave of absence in term time process. Additional days taken without exceptional circumstances will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows Department for Education guidance 'Working together to improve school attendance (publishing.service.gov.uk)' 2026[1] which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

Where a parent cannot provide any written evidence, we will endeavour to have a conversation with the parent and pupil, if appropriate, which may itself serve as the necessary evidence to record the absence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

We ask that you notify the school during the first day by 8:30am by telephone (01276 855707).

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead, Joe Yates for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, no pupil will be allowed to leave the school site without parental confirmation.

[1] Please ask the school for a printed copy of Working Together to Improve School Attendance if required

Suspensions (Exclusions)

In this policy, the word 'suspension' is used to refer to what legislation calls an exclusion for a fixed period. Suspensions and permanent exclusions are both types of exclusion, and where this policy uses the word 'exclusion' this includes both suspensions (fixed-period exclusions) and permanent exclusions.

If the school decides to send a pupil home due to their behaviour, this will be recorded as an exclusion. The school will follow the current DfE's statutory guidance on suspensions and permanent exclusions. The full behaviour and exclusions policy for our school can be found on the school website.

Any exclusion **must** be agreed by the Headteacher.

The school will notify the parent of the exclusion in writing. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

No pupil will be allowed to leave the school site without parental confirmation.

Absent – unable to attend school because of unavoidable cause

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend school because of unavoidable cause' in the following circumstances (such circumstances are not recorded as absences and are not counted as possible attendances):

- **Code Q:** Unable to attend because of a lack of access arrangements
- **Code Y1:** Unable to attend due to transport normally provided not being available
- **Code Y2:** Unable to attend due to widespread disruption to travel
- **Code Y3:** Unable to attend due to part of the school premises being closed
- **Code Y4:** Unable to attend due to the whole school site being unexpectedly closed
- **Code Y5:** Unable to attend as pupil is in criminal justice detention
- **Code Y6:** Unable to attend in accordance with public health guidance or law
- **Code Y7:** Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence or no reason for absence was provided.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. The unauthorised absence codes include:

- **Code G** – Holiday not granted by the school
- **Code N** – Reason for absence not yet established
- **Code O** – Absent in other or unknown circumstances
- **Code U** – Arrived in school after registration closed

Administrative codes

Where necessary and applicable, our school will use the defined administrative codes. These codes are not collected for statistical purposes and are:

- **Code Z**: Prospective pupil not on admissions register
- **Code #:** Planned whole school closure