



Attendance Policy

Approval status	Approved
Last reviewed on:	September 2024
Next review due on:	September 2025

Statement of Intent

Oakwood Park Grammar School is committed to ensuring that all students make excellent progress and secure outstanding outcomes, not only in final public examinations but also in the assessments they complete in class throughout the academic year and in end of year examinations. In the last newsletter we emphasised the role that attendance plays in ensuring academic success and allowing students to engage and benefit from the wider opportunities available to them at school. We actively promote and celebrate 100% attendance for this reason.

1. Aims

We are committed to meeting our statutory obligation by creating a whole-school culture and ethos that values good attendance, including:

- Promoting 100% attendance and its benefits
- Setting high expectations for the attendance and punctuality of all pupils
- Reducing absence, including persistent and severe absence
- Ensuring every student 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 ensure students have the support in place to attend school

2. Legislation and guidance

This policy meets the requirements of 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:

- o Part 6 of [The Education Act 1996](#)
- o Part 3 of the [Education Act 2002](#)
- o Part 7 of the [Education and Inspections Act 2006](#)
- o [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- o [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- o [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

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 The Governing Body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher is responsible for:

- 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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Communicating the school's high expectations for attendance and punctuality regularly

3.3 Deputy Headteacher responsible for attendance – Ms J Bevan

The designated senior leader is responsible for:

- Leading and championing attendance across the school in conjunction with the school's Attendance Officers, Directors of Study and other members of the Senior Leadership Team
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Regularly monitoring expectations and attendance processes
- Benchmarking attendance data (using FFT) to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families
- Working with the parents if pupils with SEND and/or disabilities to develop specific support approaches to facilitate good attendance, including any in-school barriers
- Communicating with the LA when a student with an EHC plan has falling attendance, or where there are barriers to attendance that relate to a pupil's needs
- Working with external agencies such as Kent Attendance and Inclusion Service, NEFLT CYPMHS, Early Help Services and Kent Children's Services

3.4 Attendance Officers – Mrs L Rogers and Mrs N Wilson

The school attendance officer is responsible for:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Carrying out first day absence calls
- Transfer calls from parents/carers to the Director of Study in order to provide them with more detailed support on attendance
- Ensure that parents/carers complete the school's request for absence paperwork when requesting a leave of absence
- Liaise with the Deputy Headteacher overseeing attendance when determining whether a request for absence will be authorised or unauthorised
- Monitoring and analysing attendance data, including requests for scheduled absences and patterns of absence

- Updating the school's attendance tracking sheet
- Providing weekly attendance reports to Directors of Study and Deputy Headteachers and reporting concerns about attendance to the Deputy Headteacher responsible for respective year groups
- Working with Kent Attendance and Inclusion Service to tackle persistent absence
- Attend KCC attendance training and strategy meetings

3.5 Senior Pastoral Lead – Mr Keeling-Jones

- Monitoring the punctuality of students to morning registration on a daily basis
- Supporting parents and students to improve punctuality
- Working with the Attendance Officer to monitor and respond to punctuality trends and patterns
- Attend attendance improvement meetings with parents/carers, Directors of Study and/or Deputy Headteachers
- Liaison with public transport providers where services are impacting on punctuality

3.6 Staff

Staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the following times:

- Form Tutors will take a register at 8.30am and 1.50pm – Morning and afternoon registration
- The register will close at 8.40am and 2.00pm. Students arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence. After the registers have closed, students must report to the school office to sign in, where their name and reason for lateness will be recorded.
- Class teachers will take a register within the first 15 minutes of each lesson taught.

3.7 Parents/Carers

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/carers are expected to:

- Fulfil their legal responsibility to ensure their child attends school every day and is punctual
- Call the school to report their child's absence before 8.30am on the first day of absence and each subsequent day of absence
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Where an appointment takes place during the school day, evidence should be provided to the school
- Keep to any attendance contracts that they make with the school and/or local authority

- Seek support, where necessary, for maintaining good attendance, by contacting the relevant Director of Study via the school office.

3.8 Students

Students are expected to:

- Attend school every day on time
- Attend every timetabled session on time
- If late, sign in with the school's Senior Pastoral Lead, Mr Keeling-Jones

4. Recording attendance

4.1 Attendance register

We will keep an accurate attendance register and place all students onto this register.

Students will be marked as:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made

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

The school day starts at 8.30am and ends at 3.20pm (2.45pm on Mondays).

Pupils must arrive in school by 8.30am on each school day.

Timings of the School Day

Monday

Warning Bell: 8.30 am

Registration: 8.30am - 8.45am

Warning Bell: 1.40pm

Registration: During Period 5

Period 5: 1.45pm to 2.45pm

Tuesday - Friday

Warning Bell: 8.30 am

Registration: 8.30am - 8.40am

Warning Bell: 2:05pm

Registration: 2:10pm - 2.20pm

Period 5: 2.20pm - 3.20pm

4.2 Unplanned absence

- The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence before 8.30am. Attendance is a safeguarding issue therefore it is crucial that if a child has an unplanned absent the school is notified on the first day of absence.
- Parents/carers should do this either on Edulink or by emailing attendance@opgs.org or calling the school on 01622 726683 Option 1.
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers 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 student's parent/carer notifies the school in advance of the appointment.
- Parents should complete the school's request for absence form unless the absence is for a medical/dental appointment in which case a copy of the appointment letter/card is sufficient.
- We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

- The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence using the school's request for absence form.

4.4 Lateness and punctuality

A student 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
- Students who arrive to school late, without good reason, on two occasions in one week will be given a Late Detention which will take place after school. These detentions will be run by the Senior Pastoral Lead. Parents will be given notification of a detention 24 hours in advance.
- The school's Senior Pastoral Lead will discuss frequent lateness with parents/carers
- If lateness is persistent despite these measures the school will liaise with KCC Attendance and Inclusion Service

4.5 Following up unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the students' emergency contacts, the school may liaise with external services such as the police.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- 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
- If absence continues, and support put in place is not appropriate, not successful or not engaged with, the school will continue to liaise with KCC Attendance and Inclusion Service and safeguarding partners, who will advise on whether a notice to improve, penalty notice, or any other legal intervention is appropriate.

4.6 Reporting to parents/carers

- Parents/carers have been informed that they can use Edulink to monitor their child's attendance in a statutory month and a statutory academic year.
- Academic monitoring reports to parents/carers also contain a student's statutory attendance to date.
- Directors of Study will contact parents/carers where patterns and trends of attendance and/or punctuality are of concern
- Directors of Study will invite parents/carers to an attendance improvement meeting where patterns and trends of attendance and/or punctuality do not improve
- The school will report to parents where a referral to KCC Attendance and Inclusion Service is necessary

- The school will send attendance letters at least three times a year to all parents/carers where attendance is below 90% and/or of concern.
- The school will use the Headteacher's Newsletters and Information Evenings for parents/carers to highlight the importance of attendance to school of 95% or above.

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.

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, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated, and the school should be notified using the request for absence form. This can be found on the school website or can be forwarded to parents by the school's Attendance Officer.

The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include:

- 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 student's parents belong. If necessary, the school will seek advice from the parents' 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 travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler 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
- Representing county or country in national or international events.
- Weddings and funerals of immediate family members - day of the event only
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

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

The following reasons are examples of absence that will not be authorised:

- Family Holidays
- Events such as sports tours which do not involve a student representing county or country
- Confusion over school dates
- Child's/family birthday
- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Medical/dental appointments of more than half a day without very good reasons
- Shopping trip

5.2 Sanctions

Our school 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 the 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, the 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

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the 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

The school actively promotes and 100% attendance through:

- Using Headteacher's Newsletters and Information Evenings for parents/carers to highlight the importance of 95% or above attendance
- The school's achievement point system rewards 100% attendance on a termly and yearly basis

7. Supporting pupils who are absent or returning to school

Students who do not have complex barriers to attendance (see section 7.1) and are at risk of persistent poor attendance will be supported through:

- Meeting with relevant Director of Study and/or member of the Senior Leadership Team to discuss reasons for absence and barriers to attendance
- Attendance support plan which will address ways in which in school barriers to attendance can be addressed
- Where relevant support from the SENCO and the school's ABSA programme
- Meeting with DSL or DDSL to explore whether additional support is required to address barriers to education which may not be school based. This may include the school nursing service, Early Help, CYPMHS or Kent Children's Services.
- Where these strategies do not improve attendance the school will liaise with Kent Attendance and Inclusion Service.

7.1 Pupils absent due to complex barriers to attendance

These barriers could include:

- SEND
- Physical health issues
- Mental health issues
- Issues related to family circumstances
- Issues related to the child leading to the involvement of Early Help or Kent Children's Services

In addition to support outlined above students with complex barriers to attendance will be supported through:

- Reintegration meeting with Director of Study and/or SENCO or Health Needs co-ordinator
- Where physical health issues are a barrier to attendance an Individual Health Care Plan will be devised or updated accordingly
- Home visits (where appropriate)
- Support through in school counselling or where appropriate sign posting to external support agencies
- Temporary personalised timetable
- Referral to The Rosewood School [The Rosewood School \(trs.kent.sch.uk\)](http://trs.kent.sch.uk) to support students who cannot immediately re-integrate back to OPGS

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.

8. Attendance monitoring

The school utilises the following:

- FFT allows the school, on a fortnightly basis to benchmark attendance data for the school and groups within the school, against national and regional percentages
- FFT allows the school to monitor and track trends across a term, both whole school and groups within school
- The school utilises a colour coded attendance tracking sheet which is updated weekly for year groups and other groups within school. Directors of Study use this to track attendance and record action taken. This allows the school to monitor the impact of actions taken by the Family Liaison Office, Family Liaison Officer and/or Deputy Headteachers
- FFT attendance analysis will be shared this with the governing body on a monthly basis as part of the school's key performance indicators
- Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- 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

8.2 Using data to improve attendance

The 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 severe absence, and their families (see section 8.3 below)
- Provide regular attendance reports to [class teachers/form tutors], to facilitate discussions with pupils and families, and to the governing body and school leaders (including SDS, DSL 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 area, 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

8.3 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The 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
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - o Discuss attendance and engagement at school
 - o Listen, and understand barriers to attendance
 - o Explain the help that is available
 - o Explain the potential consequences of, and sanctions for, persistent and severe absence
 - o Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance such as NELFT, CYPMHS and Integrated Children's Services.
- 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 local authority or DfE is updated, and as a minimum on a yearly basis by Ms J Bevan. At every review, the policy will be approved by the Curriculum and Pupil Progress Committee.

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent - leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent - other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent - unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home

		and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent - unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence

U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays