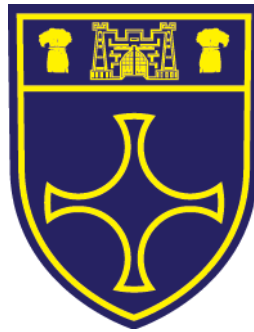




Northern Lights
LEARNING TRUST



Ian Ramsey CE Academy
ATTENDANCE AND PUNCTUALITY Policy

Review Date: Autumn Term 2023

Next Review Due: Autumn Term 2025

Person in Charge: Mal Patrick

Governance: Chair of the Local Governing Body

The quality of relationships between all members of academy staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the academies in our Trust. It is expressed in the terms of sharing and caring. In the Church academies in our Trust, we follow the teachings of:

‘Love your neighbour as yourself’: Matthew 22:39.

‘This is my commandment: love each other’: John 15:17.

In our academies we believe every pupil is an individual who is valued for who they are.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the academy seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church academies in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the academy environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of academy life and therefore will be reflected in the way the academies are organised and the policies are written and implemented.

Aims

Northern Lights, and all academies that are part of the Trust, are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos. We fully believe that good attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both Primary and Secondary school.

For these reasons, the Trust and Ian Ramsey CE Academy will proactively work in partnership with all parents/carers to promote and secure good attendance and overcome any barriers through proactive, strong partnership working.

At Ian Ramsey CE Academy are committed to meeting our obligation with regards to academy attendance through our whole-academy culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend academy.

We will also promote and support punctuality in attending lessons.

Legislation and guidance

This policy meets the requirements of the [academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [academy attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to:

- the DfE's guidance on the [academy census](#), which explains the persistent absence threshold.
- [Keeping Children Safe in Education](#)
- [Working together to improve academy attendance](#)
- [Mental health issues affecting a pupil's attendance: guidance for academies](#)

Relevant staff:

Headteacher: Mr Patrick

The Headteacher is the only person who can authorise leave in 'exceptional circumstances'. In their absence, requests the Deputy Headteacher: Pastoral/Safeguarding Lead, can authorise this.

Deputy Headteacher: Pastoral/Safeguarding Lead: Miss Fox

SLT Link for attendance: Mrs Almack

Attendance Officers:

Alison Rennison

Rebecca Robertson

Roles and Responsibilities

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Within the Northern Lights Learning Trust the Board of Trustees have delegated responsibility for the day-to-day attendance to the Local Governing Body.

The Local Governing Board

The Local Governing Body is responsible for:

- Promoting the importance of academy attendance across the academy's policies and ethos.
- Making sure academy leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole academy.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

The chair of the Local Governing Body, **Beth Miller**, is the link governor for attendance.

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the academy.
- Monitoring academy-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.

The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the academy.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The Deputy Headteacher: Pastoral/DSL has strategic oversight of attendance as part of the academy's safeguarding strategy.

SLT Link for Attendance

The SLT link for attendance is responsible for:

- Ensuring that the current academy attendance procedures are carried out.
- Regularly evaluate attendance procedures.
- Ensuring attendance figures are maintained/evaluated.
- Ensuring that registers are completed by all staff.
- Ensuring that there are opportunities for meeting with parents when there are attendance and punctuality issues that the Head of Year has been unable to resolve.
- Ensuring that records of contact with parents concerning attendance are kept by Heads of Year and attendance staff.
- Ensuring that continued non-attendance is followed up by the LA, which could lead to court action.

The Attendance Officer(s)

The academy's attendance officers are responsible for:

- Monitoring and analysing attendance data.
- Making first day absence contact if parents/carers have not contacted the academy with a reason for absence.
- Advise the SLT link when registers have not been taken.
- 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 pastoral and senior staff to tackle persistent absences.
- Advising the Headteacher (Deputy Headteacher: Pastoral in the absence of the Headteacher) when to issue fixed-penalty notices.
- Arranging meetings between parents and school staff when necessary.

The attendance officers are **Becca Robertson** and **Alison Rennison** and can be contacted via IRattendance@nllt.co.uk

Form Tutors

Form tutors are responsible for:

- Completing registers accurately and promptly each morning.
- Stressing to parents/carers the need for a note following return from absence - and ensure note is received.
- Following up all absences, informing the attendance team and year group pastoral staff immediately there is a concern.
- Ensuring the Head of Year is aware of attendance/punctuality concerns.
- Looking for patterns in irregular attendance and follow up also referring to the attendance and year group pastoral team.

Teachers and support staff

Teachers and support staff are responsible for:

- Promoting strenuously the importance of good attendance to pupils and their parents/carers and always strive to set a good example themselves.
- Helping pupils reintegrate/catch up on work when the pupil has been absent - this is particularly important when the absence has been for longer than two weeks.
- Taking accurate registers and contacting the attendance officer if any pupil has not arrived in their lesson.
- Ensuring that all staff are aware that the fostering of positive relationships with parents/carers and pupils is essential in promoting positive attitudes towards academy attendance.

Heads of Year/Pastoral Support Staff:

Heads of Year and Pastoral Support staff are responsible for:

- carrying out random checks on academy/lesson attendance.
- checking tutor group attendance and punctuality records following up where there are concerns.
- Celebrating good attendance and punctuality through rewards.
- following up attendance and punctuality issues which the tutor has not been able to successfully resolve.
- ensuring that accurate records of contact with parents concerning attendance and punctuality are kept.
- Arranging support and help for families struggling with barriers to attendance.

Parents/Carers

To this policy, in line with statutory guidance, a parent/Carer means:

- all natural parents, whether they are married or not.
- any person who has parental responsibility for a child or young person
- any person who has taken care of a child or young person (i.e. lives with and looks after the child).

Parents/carers are responsible for:

- Making sure their child attends every school day, on time.
- Encouraging their child to come to school even if they are feeling slightly unwell. Many aches and pains are forgotten when they are with friends and the academy will contact you if it becomes necessary.
- Contacting the school to report their child's absence before 8am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Providing the school with more than 1 emergency contact number for their child.
- Ensuring that, where possible, appointments for their child are made outside of the school day.
- Checking with the academy's Attendance Officer(s) to see if they have any concerns about whether their child is present in school.

Pupils are expected to:

Pupils are responsible for:

- Attending school by 8.30am each day.
- Attending every timetabled lesson on time.
- Being prepared for learning.

Recording Attendance

Attendance Register:

Ian Ramsey CE Academy will keep an attendance register and place all pupils onto this register. The attendance register at the **start** of the first session of each school day and once during the second session (which occurs during period 4 of the academy day). It will mark 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 1 for DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil 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.

Pupils must be in their tutor room for morning registration by 8.30am on each academy day.

The register for the first session will be taken at **8.30am and will be kept open until 9.00am**. The register for the second session will be taken at **12.15pm and will be kept open until 12.45pm or 1.00pm and will be kept open until 1.30pm** (depending on the year group's timetable for period 4).

Research indicates that absence of below 90% seriously hinders the educational outcomes of a child. 90% of pupils with attendance rates of 85% or less fail to achieve 5 or more GCSE grades and over one third fail to achieve any GCSE grades at all. The table below illustrates categories for attendance at Ian Ramsey Academy.

Unplanned Absence

BLUE	98-100%	You have missed 0 – 4 days of learning.	Excellent. Keep it up!
GREEN	96 - 97%	You have missed 5 - 7 days of learning.	Having good attendance will help your child progress in all areas of school life and fulfil their potential and ability.
YELLOW	91-95%	You have missed 9 – 17 days of learning.	Weak attendance – learning will be impacted. We will work in partnership to support the improvement needed. How can we help?
AMBER	Below 90%	You have missed 19+ days of learning.	Persistent Absence You must improve. We will work directly with you to improve attendance alongside our attendance procedures
RED	Below 80%	You have missed 38+ days of learning.	Severe Persistent Absence Absence is a serious, significant concern and is disrupting your child's learning and long-term education outcomes. Direct work will take place with you to improve attendance.
Number of days/weeks are based on the percentage across the year.			

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am, or as soon as practically possible. Parents can notify school in the following ways:

- Calling the Academy absence line on **01642 585205** and following the instructions to leave a voicemail.
- Sending an Edulink to your child's tutor or the absence team.
- Emailing the absence team directly on IRattendance@nllt.co.uk

We will mark absence due to physical or mental illness as authorised unless the academy has a genuine concern about the authenticity of the illness. **Any absence due to mental illness must have been diagnosed by a professional. If mental health or anxiety is a potential barrier then the school will work in partnership with all parents/carers to overcome and support**

Where the absence is longer than **5 days** or there are doubts about the authenticity of the illness, the academy will ask for medical evidence, such as a doctor's note, 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.

Planned Absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment. The academy will only authorise a medical absence

if the circumstances are unavoidable. The academy may request medical evidence if a parent rings the academy to confirm the pupil is unwell: a medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of a prescription, print screen of medical notes, as well as letters concerning hospital appointments are all acceptable means of evidence. The Headteacher may not authorise medical absence without this evidence.

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence (see below to find out which term-time absences the school can authorise).

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.

Where pupils are late before the morning session has closed (before 9am) but after 8.30am, they will be issued a **30 minute after school detention**.

Where pupils are late after the morning session has closed (after 9am), pupils will be issued a **1-hour after school detention**.

Following up Unexplained Absences

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

- Call the pupil'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 pupil's emergency contacts, the school may also contact Stockton and Hartlepool Children's Hub or Cleveland Police should the concern warrant it, in line with our safeguarding procedures.
- 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.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving Stockton and Hartlepool Children's Hub.

Reporting to Parents/Carers

Pupils' attendance at the academy can be viewed at any time by their parents/carers by logging into Edulink. **Through this app, a child's parent/carer can see both attendance to the academy, as well as attendance to lessons.**

Pupils' attendance is reported to parents/carers on pupil's progress reports, which are sent to parents electronically 3 times per year. However, where the academy has concerns about a pupil's attendance, reports detailing attendance will be shared with parents more regularly, including via attendance meetings and home visits.

Where there are concerns about a child's attendance at the academy, the academy may write to parents/carers to detail the concerns.

Authorised and Unauthorised Absence

Illness

If your child cannot come to school because of illness, you should advise the academy on the first day of absence and continue to inform academy on each subsequent day by Edulink. If no message is received, we will assume that your child is absent without your permission. We will then make every effort to contact you. It is essential that the academy is kept informed of changes of contact details such as phone numbers and addresses. In cases where we continue to be concerned, we may make a 'home visit' or request the police to undertake a 'Safe and Well' visit. Once contact (verbal and/or written) has been made with the parent the academy will determine if the absence is to be authorised or unauthorised.

Approval for Term-time Absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion. For example, there may have been a bereavement in the family or other serious circumstances or the Headteacher may be aware that a family is under strain and in need of time together. The Headteacher will also determine the number of academy days a child can be away from academy if the leave is granted.

If parents/carers wish to take their child out of academy during term time, they must complete a leave absence form available on the academy website or via the main office. Parents/carers may then be invited into academy to attend a meeting with the Headteacher to discuss the request and complete the necessary paperwork. During the meeting, a date will be agreed by which the pupil must return to school after the leave of absence.

The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

It is important for parents / carers to note that the academy will not authorise ANY leave of absence unless the academy feels the circumstances are unavoidable.

Legal Sanctions

The academy or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The academy will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that, if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months. Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices, or an Education Supervision Order.

Strategies for Promoting Attendance

It is the policy of our academy to celebrate achievement. All pupils who achieve 100% achievement for a ½ term register block receive positive points on Class Charts, have a certificate sent home and receive a prize in the rewards assembly.

There are vouchers available for pupils gaining entrance to the 96+% attendance draw.

In addition, positive points are awarded for punctuality and attendance to academy and to individual lessons. Parents will be informed if pupils arrive to lessons without a legitimate excuse by notifications through Class Charts.

Attendance Monitoring

Monitoring Attendance

The academy will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence 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 academy-level absence data is published alongside the national statistics. The academy will compare attendance data to the national average and share this with the Local Governing Body.

Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to pastoral staff and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.

Reducing Persistent and Severe Persistent Absence

The academy has a responsibility to reduce the number of pupils whose attendance is below 90% over the academy year. Pupils with attendance below 90% fall into the Persistent Absentee' category. Where pupils attendance is 50% or below, a pupil is categorised as Severely Persistently Absent. This is particularly relevant if any of the child's absences are unauthorised.

According to the DfE guidance (2020); 'If a child of compulsory school age fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them the parents may be guilty of an offence and can be prosecuted by the local authority'. In addition, 'Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996)'. See Appendix 2 for Academy based actions regarding declining attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
 - Stage 1 letters are sent when a pupil's attendance falls below 96% and attendance is monitored until it improves.
 - Stage 2 letters are sent to parents/carers and a meeting with the attendance team is attendance falls below 93% and a 4-week monitoring plan put in place.

- Stage 3 letters are sent to parents/carers and meeting with pastoral staff should attendance fall below 90%. Early Help support may be offered at this stage, if appropriate.
- Stage 4 letters are sent should attendance continue to fall, including a meeting with a member of the senior leadership team.
- If attendance falls below 85% and the above interventions have failed a referral will be made to the LA Attendance Procedures.
*Referrals can also be made to the LA if a pupil has 10 unauthorised sessions in an 8-week period.

Children Missing in Education

The academy recognises that when a child goes missing from academy it is a potential indicator of abuse or neglect, i.e. – sexual abuse or exploitation. The academy follows the Stockton LSCB procedures: Policy and Procedures for Children Missing Education, including Children at Risk of Missing Education, Sept 2016. Under Regulation 8 of the Education Regulations Act (2006), the academy will investigate enquiries into the location of pupils with 10 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time.

A referral will be made to the Attendance and Exclusion Team officer using the ‘Children Missing from Education referral form’.

The academy reserves the right, however, to contact relevant agencies to seek advice (Children’s Social Care, Police, Children’s Hub) if any child is absent from school for more than five days without confirmation from parents. Or if there is any concern about an absence where the school feels the child might be at risk. Every attempt will be made to communicate with parents to ensure the child is safe and well, including home visits by the Attendance Officer/ Pastoral Staff. The academy will contact relevant agencies after one day’s absence without confirmation from parents/carers if the child is subject to a ‘Child Protection or Child in Need’ plan or considered vulnerable in other ways including Looked After Children.

There are many circumstances where a child may become missing from education, as outlined below:

- Pupils at risk of harm/neglect (academy will follow standard Child Protection procedures for referrals to social care/ police).
- Children of Gypsy, Roma, or Traveller families - the academy will inform local authority when a GRT pupil leaves the academy without identifying a new destination academy.
- Families of Armed Forces (academy will contact MOD Children’s Education Advisory Service for advice on planning for continuity of education).
- Missing children/runaways (direct referral to Children’s Services and Police).
- Children supervised in the Youth Justice System.
- Children who cease to attend the academy.

When a pupil returns from a period of extended absence appropriate daily attendance checks will be carried out and their attendance, behaviour, emotional and physical well-being will be monitored closely by the safeguarding team in academy. Parents/carers will be invited into academy with the pupil to meet a member of the pastoral team as part of the reintegration programme and relevant support will be offered to the pupil/family as necessary.

Reluctance to Attend the Academy

Sometimes pupils seem anxious about leaving home to go to academy. They may tell you that they feel unwell or give another reason to not attend. You may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have no friends or are being bullied. If this is the case, please contact the academy as soon as possible to speak to the relevant Head of Year/Pastoral Manager. Communication between home and school is key to supporting children who are finding attending school difficult.

Home Education

Under the DfE guidance on attendance (2020), 'Parents have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a academy'.

If a parent wishes to withdraw a child from the academy, the child will be known as 'Electively Home-Educated'. Any parent wishing to withdraw their child from the academy will be required to confirm this in writing to the Headteacher, Mr Patrick. The academy will forward this letter to the Local Authority and the child will be removed from the Admission Register. The Local Authority will then determine whether to accept this new arrangement or challenge it. However, parents are unable to withdraw their child from academy if they are subject to a 'Academy Attendance Order'.

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by M. Patrick, Headteacher. At every review, the policy will be approved by the full governing board.

Links With Other Policies

This policy links to the following policies:

- Child Protection Policy
- Child-on-Child Abuse Policy
- Behaviour and Discipline Policy

Appendix 1: From DfE Academy Attendance Guidance for Maintained Academies, Academies, Independent Academies and Local Authorities 2020)

Registration Code / \: Present in academy / = am \ = pm Present in academy during registration.

Code L:	Late arrival before the register has closed.
Code B:	Off-site educational activity.
Code D:	Dual Registered - at another educational establishment.
Code J:	At an interview with prospective employers, or another educational establishment.
Code P:	Participating in a supervised sporting activity.
Code V:	Educational visit or trip.
Code W:	Work experience.
Code C:	Leave of absence authorised by the academy.
Code E:	Excluded but no alternative provision made.
Code H:	Holiday authorised by the academy.
Code I:	Illness (not medical or dental appointments).
Code M:	Medical or dental appointments.
Code R:	Religious observance.
Code S:	Study leave.
Code T:	Gypsy, Roma, and Traveller absence.
Code G:	Holiday not authorised by the academy, or more than the period determined by the headteacher.
Code N:	Reason for absence not yet provided.
Code O:	Absent from academy without authorisation.
Code U:	Arrived in academy after registration closed.
Code X:	Not required to be in academy.
Code Y:	Unable to attend due to exceptional circumstances.
Code Z:	Pupil not on admission register.
Code #:	Planned whole or partial academy close.