



Attendance Policy

Version 2

Approval Date	July 2025	Approved by	LGB
Next Review Date	Oct 2026	Lead Reviewer	Deputy Headteacher

1. Aims

At Great Oaks School, we aim for all our students to have excellent attendance. We recognise that regular attendance at school is of critical importance which contributes to the learning and development of the young people we educate.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ksi/2006/1751/contents> The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

<https://www.legislation.gov.uk/ksi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

At Great Oaks School, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Role	Name	Contact Details
Senior Attendance Lead/ Champion	Tony Parkes	info@greatoaks.school
Named Governor for Attendance	Angela Hardy	info@greatoaks.school

3.1 The governing board

The governing board is responsible for:

- Setting high expectations for school leaders, staff, pupils, and parents/carers.
- Ensuring school leaders meet statutory duties, including accurate attendance recording including sharing required information with the DfE and Local authority and effective collaboration with local partners.
- Promoting the importance of attendance across the school's policies and ethos.
- Delivering effective attendance management and prioritising support for pupils in need.
- Ensuring the school has high aspirations for all students, adapting support to meet individual needs.
- Regularly reviewing and challenging attendance data, helping school leaders to focus improvement efforts on individuals and cohorts who need it most.
- Working with school leaders to set attendance goals, providing support and challenge.
- Monitoring and evaluating attendance figures and ensuring processes meet pupils' needs.
- Working with school leaders to develop action plans to improve attendance if needed.
- Ensuring all staff receive adequate training on attendance which emphasises its importance, legal requirements for keeping registers, and the school's strategies and procedures for reducing absence.
- Ensuring staff with specific attendance roles have specialised training in attendance, including analysing and interpreting data.
- Holding the headteacher and senior leaders accountable for implementing the policy.

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Issuing fixed-penalty notices, where necessary, or authorising the senior attendance champion to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The Senior Attendance Champion

The Senior Attendance champion is responsible for:

- Setting a clear vision for improving and maintaining good attendance.
- Leading, championing, and improving attendance across the school.
- Establishing and maintaining effective systems for tackling absence, ensuring all staff follow them.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and overseeing data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Monitoring the impact of implemented attendance strategies.
- Liaising with pupils, parents/carers, and external agencies as needed.
- Oversight of targeted intervention and support for pupils and families.
- Monitoring school-level absence data and reporting it to governors.
- Supporting Pathway Managers in monitoring the attendance of individual pupils.

3.4 Pathway Managers

Pathway Managers are responsible for the oversight of the following for students within their Pathway:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas for improvement.
- Providing regular attendance reports to school staff and reporting concerns to the designated senior leader responsible for attendance and the headteacher.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Working with families to tackle persistent absence.

3.5 Form Tutors

Form tutors are responsible for recording attendance for both morning and afternoon sessions daily, using the correct codes (see Appendix 1), and submitting this information to the school office. Morning registers open at 8:50 and need to be completed at the tutors' earliest convenience and no later than 9:15 am. Afternoon registers should be completed at by 1:15pm.

3.6 School admin team

The School Admin team will:

- Ensure all registers are completed and update for any students who arrive after the register has closed.
- Take calls from parents/carers about absence on a day-to-day basis and record it on Arbor.
- Transfer calls from parents/carers to the Pathway Manager or Welfare officer where appropriate, to provide them with more detailed support on attendance.
- Follow up on student absences, where the reason is unknown, following the school's absence procedures.

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural/ birth parents
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time- ensuring, if applicable, they are ready for school transport
- Call the school to report their child's absence before 8:30 am on the day of the absence. (and each subsequent day of absence) and advise when they are expected to return.
- Provide the school with at least 2 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, by contacting their child's tutor or Pathway Manager.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

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 8:50am and ends at 15:00.

The register for the first session will be taken at 8:50 and will be kept open until 9:30. The register for the second session will be taken at 12:50 and will be kept open until 13:10.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30 am or as soon as practically possible, by calling the school office on 02380 767660.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Not sleeping well is not usually a reason to not be in school.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school 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 a student has frequent periods of absence due to illness, the school will support the family where possible to access support from the GP or other health professionals.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents should email or call the school office and provide evidence of the medical appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code- this counts as a session of unauthorised absence.

Where the school is concerned about students who are regularly late, the Pathway Manager will contact the family to see what additional support can be provided to improve punctuality.

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit. If the student has a social worker, they will also be informed.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: the school may ask the local authority to issue a penalty notice

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. Parents will receive an attendance certificate each half term. The school also uses an Online system called "Attend" and parents regularly receive communications about their child's attendance.

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, in line with local and national guidance, a leave of absence will not be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. Parents should request a leave of absence form from the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons 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

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

At Great Oaks we believe that regular attendance is key to every child's success and sense of belonging. We promote good attendance through a culture of positivity, encouragement, and shared responsibility. Attendance is celebrated weekly in assemblies, with recognition for classes and individuals who show improvement or consistency. Pupils may receive certificates, postcards home, or small rewards to acknowledge their efforts. We also use inclusive communication with families to highlight the importance of attendance and offer support where needed. Our approach ensures that all pupils feel seen, valued, and motivated to attend school every day.

Where a pupil's attendance begins to cause concern, we follow a staged response to ensure early, supportive intervention. Initially, we work closely with the pupil and their family to understand the underlying barriers to attendance. This includes a meeting with the child's Pathway Manager to co-develop a robust attendance plan tailored to the pupil's needs. The plan may include adjustments to routines, pastoral support, or access to targeted interventions. If attendance does not improve despite these efforts, and further support is required, we may consider a referral to the School Attendance Support Service (SASS) for additional guidance and statutory involvement. Our aim is always to work collaboratively to ensure every child can attend, engage, and thrive.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

For families experiencing complex barriers to attendance, we adopt a staged and collaborative approach to ensure the right support is in place. This begins with a meeting involving the child's Pathway Manager, where we work together with parents/carers to understand the challenges and co-develop a robust attendance plan tailored to the child's needs. Where appropriate, we may consider referrals to external agencies such as Social Care or CAMHS to provide additional support. We will also inform the child's SEN Case Officer to ensure alignment with any existing plans or provision. In consultation with parents, we may explore whether involvement from the Educational Psychologist would be beneficial in identifying further strategies to support attendance. Throughout this process, our aim is to build trust, reduce barriers, and ensure every child has the opportunity to attend school regularly.

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

At Great Oaks School, we recognise that some pupils may face significant barriers to attendance due to mental or physical ill health or complex SEND needs. As all our pupils have an Education, Health and Care Plan (EHCP), we work closely with the Southampton City Council Special Educational Needs Team to ensure that attendance is promoted and supported in a way that is inclusive, flexible, and responsive to individual needs. Where a pupil is medically unable to attend school, even with reasonable adjustments, we follow Southampton City Council's guidance for pupils with medical need. In such cases, we liaise with the Inclusion Service and may initiate a referral to the Medical Outreach Service, ensuring that provision is tailored and reviewed regularly. Our aim is always to support reintegration into the school environment, recognising the importance of community, consistency, and high-quality education in promoting recovery and long-term success.

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

When a pupil returns to school following a lengthy or unavoidable period of absence, we prioritise a smooth and supportive reintegration. This may include a phased return, personalised adjustments to the timetable, and regular check-ins with key staff such as the Pathway Manager, Tutor or another key adult. We work closely with the pupil and their family to ensure that any barriers to attendance are addressed and that the child feels safe, welcomed, and ready to re-engage with learning and school life. Our aim is to rebuild confidence, restore routines, and promote a strong sense of belonging.

For pupils returning after a bereavement, we ensure that appropriate pastoral support is available, tailored to the child's developmental stage and emotional needs. Where absence is due to a medical condition, we will review or create an Individual Healthcare Plan (IHP) in consultation with the family and relevant health professionals. Where necessary, we will consider additional measures or staff training to ensure the pupil's safe and successful return.

8. Attendance monitoring

8.1 Monitoring attendance

At Great Oaks we monitor attendance rigorously and responsively in order to improve attendance of individuals. Attendance data is reviewed weekly by key staff, including the Attendance Lead and Pathway Managers, to identify patterns, broken weeks, and emerging concerns. Monitoring of attendance data is supported by a software "Attend" which highlights and flags concerns on a daily, basis according to a series of criteria. This enables concerns to be responded to early and appropriate support to be put in place.

Where concerns arise, we initiate a staged response, beginning with supportive conversations and, if needed, progressing to personalised attendance plans. Our monitoring is not just about compliance - it's about ensuring every child feels safe, seen, and supported in attending school regularly.

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

The school has granted DfE access to its management information system so data can be accessed regularly and securely. We also use the DfE attendance data platform to analyse attendance.

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.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Reducing persistent and severe absence

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

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

9. Monitoring arrangements

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

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Emotional regulation and behaviour policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
I	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
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		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