

Policy	Attendance Policy
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Signatories	<p> Acting Head Teacher</p> <p> Chair of Governors</p>

Attendance Policy

Principles

Wheatfields Primary School aims to work together with Parent/Carers and the Local Authority Attendance Officers (LAOs) to ensure that all children registered at school attend every day and on time, unless the reason for the absence is unavoidable. We aim to improve the achievement of pupils by ensuring high levels of attendance and punctuality by creating an ethos in which attendance and punctuality are recognised and seen to be valued by the whole school. At the same time, ensuring that our policy applies to Reception aged children in order to promote good habits from an early age. The recognised expected level of attendance at school is 100% unless pupils with chronic health issues or there are exceptional or unavoidable reasons for absence.

Good attendance by pupils is recognised and celebrated throughout the academic year with class trophies, end of term and end of academic year certificates for pupils.

Rights and Responsibilities

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted upon promptly. It is parent's responsibility to ensure that their children arrive at school and return home safely. Parents/Carers have a legal duty to ensure that their son or daughter is punctual and attends school every day of the academic calendar (please see our website for academic dates -

<https://www.wheatfields.cambs.sch.uk/website/calendar/63419>)

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

Holidays in term time will not be authorised. Permission should be sought from the Headteacher if you feel that you have to take your child out of school during term time. This should be done in advance and only in 'exceptional circumstances'. Appendix 8 – Absence request form, this is at the Headteacher's discretion, non-attendance is an important issue that is treated seriously.

Registration

Reception to Year 6:

We will take our attendance register at the start of each school day and once during the second half of the day after lunch at 1pm.

- The classroom door is opened at 8:40 am for morning Register.
- All external classroom doors are locked at 8:45 am.
- Once the external classroom door has been locked, entry to the school is via the main reception entrance.
- Registers are open at 8:45 am and closed at 8:55 am. Pupils who arrive at school after this time will be recorded as L, late on the register.
- Pupils who arrive at school after 8:55am, without an unavoidable reason, will have their lateness recorded as U, unauthorised late which then impacts on their overall attendance level.

Lateness

Children who are persistently late to school will miss a significant amount of their education. Where pupils show a persistent pattern of lateness, Parent/Carers will initially receive a letter informing them of the school's concerns. This will advise Parent/Carers to speak to a member of staff to help address the issue. Should the lateness continue, Parent/Carers will be invited to a meeting at school to discuss their child's lateness.

If there is no improvement, despite the school's attempts to address unauthorised absences, a referral could be made to the Local Authority Attendance Officer (LAAO) for pupils who are of statutory school age.

Reporting a Pupil Absence

Parent/Carers must contact school on the first and every subsequent day of absence by 8:45 am on the absence line 01480 466919.

For any pupil not present at the close of registration, and the reason is still unknown, a member of the Office staff will attempt to make contact with the Parent/Carers once the registers have closed at 8:55 am.

The member of staff will ring every contact, starting with the priority contact, until a reason for absence is known. Failure to make contact with the Parent/Carers to establish a reason for an absence will result in an Unexplained Absence Form being sent home for the Parent/Carers to complete and return to school at the earliest opportunity. Any unexplained absence will be recorded as unauthorised absence if there is no response from a Parent/Carers to an enquiry regarding their child's absence from school.

For absences relating to a medical appointment, supporting evidence may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, a letter that is headed from the medical professional or an appointment card. A period of absences will only be authorised in relation to the length of the appointment. Children who fail to return to school within a reasonable time following their medical appointment could result in an am/pm session being unauthorised.

Illness

Children who are unable to attend school due to sickness and/or diarrhoea can return after they have been 48 hours clear.

Children with mild coughs, colds, sore throats, sneezing and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and are well enough to return to school.

COVID-19

If a pupil tests positive for COVID-19 and this has been reported to school, the pupil should stay at home and can return to school after 3 days if they feel well enough and do not have a high temperature.

As a school, we are continuing to maintain the good practice of regular handwashing and pupils are encouraged to cough and sneeze into a tissue to help reduce the risk of passing on any infections.

Parent/Carers Responsibilities

Parent/Carers have a legal responsibility to ensure that children of statutory school age (term after the child turns five) attend school on a regular and full time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

Parent/Carers must:

- Ensure all children registered at Wheatfields Primary School attend regularly and punctually everyday unless prevented from doing so by illness or medical appointment.
- Inform school in advance of any medical appointments during school time, parents may on occasions be asked to provide supporting evidence from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested.
- Ensure their child arrives at school in time for registration at 8:45am and 1:00pm. Lateness is monitored and may be recorded as unauthorised.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Report any changes to the contact details to the Office to ensure the school has the most up to date contact information.

School Responsibilities

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Head teacher having overall responsibility in the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and or telephone conversation and given an opportunity to come into school to meet with designated staff.

If applicable, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by school, a referral will be made to the Local Authority Attendance Officer (LAAO) for statutory aged pupils. This could result in a penalty notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Office Staff

Office staff will aim to contact the Parent/Carers of any pupil who is absent from school and a reason has not been provided once the registers have closed at 8:55 am.

Staff will ring the first priority contact number to establish a reason for the absence. If unable to make contact, they will call the next contact until we have been provided with a reason for absence.

If the reason for absence is unknown at the close of registration, staff will:

- Phone the contact numbers provided by the Parent/Carers to enquire about a pupil's absence
- Complete the registers in accordance to the guidelines relating to correct usage of codes
- Leave a message on voicemail requesting parents to contact school regarding their child's absence
- Log the outcome of the phone call on sims – pupil data system
- Inform the School Attendance Officer should there be a particular concern regarding an individual pupil's attendance or lateness

The School Attendance Officer

Lateness and attendance is monitored daily by the school attendance officer who will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Raise concerns with Parent/Carers of identified patterns of lateness with an initial 'Late Letter'.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if reason unknown.
- Raise concerns with Parent/Carers once attendance has fallen below the threshold set of 90%.
- Offer support or sign post to other areas of support within the community.
- Step One. A letter advising Parent/Carers of our concerns regarding the level of their child(ren) attendance and/or lateness
- Step Two, informal contact. This can be via telephone or a brief catch up at the start/end of the school day by any member of staff, to ascertain barriers to accessing education and offering support and signposting.
- Step Three. A formal Parent Contract Meeting to be held in school, with Parent/Carers to discuss concerns and, working together, identifying support which can be offered and signposting. Targets will be set to improve the attendance and/or lateness. These targets will be reviewed at the end of an agreed monitoring period.
- Step Four. Should the targets set at step three not be met following a review, despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Officer (LAAO) for children of statutory school age.
- Liaise with other external organisations in relation to a pupil's attendance and/or lateness.
- Monitor pupils attendance within specific and identified groups
- Monitor pupil absences for those with additional medical needs
- Monitor pupils and follow procedures for pupils 'Child Missing in Education'.
- Follow reporting procedures for parents who have requested to Home Educated their child(ren)
- Follow procedures when deleting a pupil from roll
- Meet with LAAO on the allocated visits to school, who will also monitor the registers and follow up any identified concerns.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Complete a Medical Needs Assessment on pupils with absences of 15 days during the school year
- Monitor and act upon requests for term time leave of absence and ensure Parent/Carers are informed of procedures in relation to authorised/unauthorised leave

Only the Head teacher or a designated member of staff may authorise any absence for a legitimate reason, not all absence supported by Parent/Carers will be classified as authorised.

Definitions of Leave:

Wheatfields Primary School expects attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.

Authorised leave:

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as illness, subject to pattern of illness or a medical appointment where supporting evidence has been provided to cover the period of absence. However, there is an expectation that the pupil will be in school for registration or return to school after the appointment, depending where the appointment falls within the school day.
- Religious Observance - only day (s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised leave:

- An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of the Parent/Carers, such as shopping, hair appointments, visiting family or birthdays.
- Medical appointments where supporting evidence of appointment details have not been provided when asked for.
- There has been no reason provided by the Parent/Carers to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

Guidance for Parents – Term Time Leave

Parents do not have the right or entitlement to take their child out of school for a term time holiday. Recent government guidelines have removed the discretion on head teachers agreeing to term time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete an Absence Request form (appendix 8) and provide any supporting evidence, if applicable, with their request.

If the school suspect Term Time Leave has been taken but the parent/carers have not completed an Absence Request Form, we will write to all parent/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence will result in a referral to the Local Authority for unauthorised leave from school.

Exceptional circumstance (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis, such as up to two days absence from school to visit a dying relative, death of a family member, attendance at a funeral or any unavoidable one off event, but the following examples of requests for leave of absence that do not meet the criteria of an exceptional circumstance and will not be authorised and could be subject to a penalty notice/fine for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a life time.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if does not meet grounds for an exceptional circumstance.

Penalty Notice

The fine for a penalty notice is £60 per child, per parent/carer, increasing to £120 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child(ren) this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

Parent/Carers who take unauthorised leave during term time or whose child has a pattern of unauthorised absence over any 4 week period could be subject to the issue of a penalty notice or prosecution.

The definition of parent in relation to a Penalty Notice includes and Step-parent and the partner of a parent who lives in the same household.

Appendix

Appendix 1 - Attendance has deteriorated

Appendix 2 - Attendance Concern (unauthorised)

Appendix 3 - Invite to PCM Mtg letter

Appendix 4 - failed to attend the Parenting Contract Meeting

Appendix 5 - Late Letter

Appendix 6 - Suspected Term Time Leave

Appendix 7 - Negative response to term time leave request

Appendix 8 - Absence Request Form

Appendix 9 - Avoidable Absence In Term Time



Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

We have noticed that your child <forename> attendance has deteriorated, I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Date

Name and address of parent

Dear Parent

Re: **Name:** xxx **Dob:** xxx **School:** xxx

I am writing to advise you that «forename»'s school attendance is causing concern as it has fallen to «percentage_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance. Support can be offered through an Early Help Assessment (EHA). Please do not hesitate to contact me.

However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel



Date

Name and address of parent

Re: Child Name: xxx DOB: xxx School: xxx

Dear Parent,

I am writing to inform you that «forename»'s attendance is still causing concern. Therefore, we need to meet with you urgently to discuss the situation.

You are required to attend a meeting with a member of the Attendance Team to discuss this matter further at the date and time below.

Date: xxx Time: xxx

Should «forename»'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider more formal action. This might result in a Penalty Notice Fine and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison**.

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical information will be required.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Date

Name and address of parent

Dear xxx

Re: Child Name: xxx DOB: xxx School: xxx

It was disappointing that you failed to attend the Parenting Contract Meeting (or equivalent meeting) which was due to be held at xxx on xxx at xxx.

As you did not attend the meeting I am setting a target/s for xxxx which is as follows:

- 90% or above attendance target over the next 6 school weeks monitoring period (insert dates)
- Absences due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical evidence will be required.
- Prompt communication when XXX will be absent. Parents should contact the school by xxx am as per the School Attendance Policy
- xxx
- xxx

If targets are not met or unlikely to be met within the six school weeks monitoring period, then the case is likely to be referred to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

It is important that if you have any questions or queries please contact me on the above number. Support can still be offered through an Early Help Assessment (EHA).

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel



Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I have noted during a recent attendance review that your child is beginning to show a pattern of persistent lateness.

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

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Head of Year / Head teacher or other relevant Pastoral



Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I am writing about «forename»'s absence from school from <<date>> to <<date>>.

From information received from other sources we believe that this was due to term time leave. You have not followed the correct procedure for requesting leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this.

If we do not hear from you within the next 7 days, «forename»'s absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Yours sincerely

Attendance Officer / Head of Year / Head teacher or other relevant Pastoral Personnel



Date

Name and Address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

Thank you for completing the term time leave request form as per procedure.

The Education (Pupil Registration) (England) Regulations 2006 was amended in September 2013. The amendments made clear that Head teachers **may not** grant any leave of absence during term time unless 'exceptional circumstances' exist.

We have considered your application carefully and the reasons for the absence you have highlighted, however on this occasion we do not believe that the explanation provided can be justified as "exceptional circumstances".

Should you still decide to continue to take your child out of school during term time, then please note that the absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **The amount of the penalty is £60 if paid within 21 days or £120 if paid within 22 to 28 days.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Yours sincerely

Attendance Officer / Head of Year / Head teacher or other relevant Pastoral Personnel



Absence Request Form

Student Details:

Name: _____ DOB: _____ Class: _____

Address: _____

Contact number : _____

Sibling details of Compulsory School Age:

Name: _____ DOB: _____ School: _____

Name: _____ DOB: _____ School: _____

I request permission for my child to be absent from school

First day of Absence: _____ Date of Return: _____ Total School Days: _____

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher **WILL NOT** be able to consider your request without your supporting documents. **Please read carefully the Letter Exceptional Circumstances Information for parents, which is attached to this form for your convenience.**

Declaration

I have read the letter Exceptional Circumstances Information for Parents and understand that I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.
Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 session

Parent/Carer 1

Signed _____ Date _____

Parent/Carer 2

Signed _____ Date _____

For school use only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:

Number of authorised sessions _____

Number of Unauthorised sessions _____

Number of unauthorised sessions to date _____

Signed _____ Date _____

AVOIDABLE ABSENCE IN TERM TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent, per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006. In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness. • Unavoidable medical/dental appointments (try to make these afterschool if at all possible) • Days of religious observance. • Seeing a parent who is on leave from the armed forces. • External examinations. • When traveler children go on the road with their parents. 	<p>Other examples of absence from school that will not be authorised:</p> <ul style="list-style-type: none"> • Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives
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Please contact your child's head teacher if you wish to discuss the issue.

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet, you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed