



Pupil Attendance Policy

'Building for Successful Futures'

Formally adopted by the Governing Board of	Fred Nicholson School
Chair of Governors	Hilary Bradshaw
Policy Holder	Headteacher
Policy Contributor	Heads/Leads of Areas
Last updated	Summer 2020
To be Reviewed	Summer 2021 (Full Committee)



Pupil Attendance Policy

'Building for Successful Futures'

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff build by managing school attendance on a daily basis and we, therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

Please note that the term parent is used throughout this document to cover all forms of guardianship. (See Appendix A for further definitions of terms referred to in this policy).

Introduction

We recognise that attendance is a vital part of school improvement and all aspects of school life can have a significant impact on pupils' attendance levels. Research has identified a strong correlation between attendance and attainment.

School staff, both teaching and non-teaching, are vital in the drive to improve attendance, through their daily contact with pupils and by forging effective links with parents. It is essential that the promotion of good attendance is embraced by everyone and that all staff set good role models. We recognise that attendance is a matter for the whole school community. We work with families to identify the reasons for poor attendance and try to resolve any difficulties.

The school has in place an Attendance Policy and an Improving Attendance Action Plan; both are reviewed termly and updated annually.

Exclusion is not seen as an effective form of consequence for many pupils though it has a limited use in reinforcing the inappropriateness of some behaviour, particularly physical violence, and ensuring that other pupils feel protected.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Action Against Bullying and Promoting Positive Behaviour. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

Aims

- To promote good attendance for all pupils and reduce absence, particularly persistent absence and where there are regular patterns of absence;
- Safeguard the welfare and wellbeing of the pupil and their family.
- To ensure that staff, parents and Governors are aware of their statutory responsibilities with respect to attendance;
- To identify school data collection systems and responsibilities;



- To implement school tracking and monitoring system in order to offer support and follow up with other professionals around identified issues or patterns of behaviour;
- To identify school targets with respect to attendance and personnel with responsibility for monitoring and reviewing targets;
- To ensure that every pupil has access to full time education that they are entitled to; and,
- To outline reward structures that are in place.

Broad Guidelines

Statutory Requirements

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

Under the Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, schools have a duty to refer to the Local Authority if a child of compulsory school age is continuously absent from school for two weeks without explanation, or if his/her attendance is irregular, which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 days continual absence. These regulations require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

ALL non-attendance should raise concerns: whether covered by a note or not, it is the Headteacher's responsibility to authorise or not authorise an absence. The school also monitors patterns of attendance closely and follows them up with parents and the Attendance Officer. The Headteacher and a nominated governor are responsible for attendance and for reporting to governors on a termly basis.

Categorising Absence and Attendance

The table at Appendix B shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations.

Procedures and protocols in place to ensure Statutory Requirements are met



The Headteacher is the designated member of the Senior Management Team with overall responsibility to the governors for all attendance matters, including the setting and regular review of targets for the whole school, as agreed by the governors. Class teachers are responsible for the day to day implementation of this.

The school has in place efficient systems of registration which encourage children and parents to account promptly for any absences, which are in accordance with legal requirements and which show a consistent approach to the classification of absences as either authorised or unauthorised; see Appendix B.

The school has in place efficient and timely monitoring and referral procedures which ensure that children whose attendance is a cause for concern are identified, supported through the school's own pastoral systems, including appropriate contact with parents, and, if required, brought to the attention of the LA. In the first instance the school will involve the Parent Support Adviser, asking her to make contact and offer support – working with parent, pupil and school to address issues identified and signposting to other services where appropriate. Following this intervention and where the issues have not been resolved satisfactorily a referral will be made to the Attendance Service. This might include referral for any irregular attendance issues or continuous absence over two weeks, regular late arrival at school, or any other social/welfare/behaviour concerns that impact on the regular attendance of a pupil.

New staff are given training as part of their induction in their registration responsibilities and registers are monitored by the Head teacher to ensure that they are correctly completed.

We have in place both an Admission Register (bound book) and an electronic attendance register on Bromcom, our management system. The School Support Manager is responsible for recording all new pupils on the Admissions register; and also records the reason for leaving when they move on. Records are in line with current regulations.

An Administrative Assistant is responsible for checking that the register on Bromcom is accurate on a daily basis. Class teachers register pupils at the beginning of the morning and afternoon sessions. For Ofsted and fire safety purposes the school will always have a paper copy of the Attendance Register available.

All attendance data are kept securely for 3 years, in line with GDPR retention guidelines, and can be made available to an authorised officer of the Local Authority when required.

The Headteacher has regular (half termly) meetings with the administrative assistant, any issues arising from the register check are discussed and pupils previously identified as 'persistent absentees' in line with DCSF guidelines (90% attendance and below) are monitored and actions agreed where appropriate. This list is then updated for future monitoring. Referrals are made to the Attendance Improvement officer as appropriate.

School Follow up Procedures



The school will make all 'reasonable attempts' to contact the family regarding the absences and try to work with them to resolve any problems they are aware of, before referring to the Attendance Service. If the pupil lives within the Dereham cluster a discussion will be had with the Cluster Attendance Officer as they may already be working with the family.

The school has in place the following procedures to address attendance issues:

- School undertakes first day contact on first day of absence and will contact every day until the pupil returns to school. Challenging the outcome if not satisfactory – ie if absences continue to be covered by notes, advise parents that medical confirmation is required;
- Clearly defining for everyone – all parents, pupils and staff what level of attendance is expected and what will happen if targets are not met. This is done on admission, through the Fred News, on termly reports and at Statement Reviews where it is identified as an issue and appropriate actions are agreed;
- Form tutor is responsible for raising parents' awareness of school's concerns as soon as possible, by telephone. Referral made to PSA where appropriate before attendance becomes a major concern.
- On a termly basis letters are sent out where attendance falls below 90% (depending on whether we are aware of a long standing medical issue) and parents are asked to make contact with the school. Home visit and/or meeting in school follow up from this. Where attendance improves a letter is then sent out recognising this.
- Involving other professionals where concerns around attendance are linked to other issues eg safeguarding;
- Attendance Panel meetings to discuss and address issues around irregular or long standing poor attendance. The parents, supported by a friend or the PSA are requested to attend the Panel to discuss the issues with the Headteacher, the Attendance Officer and the Governor with responsibility for attendance. The outcome will involve a plan identifying actions, responsible person and time scales with an agreed review date.
- Where pupils are not attending school and there has been no contact from parents/carers for 10 consecutive days the Headteacher will refer the case to the LA Attendance Team and can purchase additional support to see through any procedure such as Fast tracking. (See LA Legal Handbook)

All contact made with parents must be recorded using the school pupil's parent contact log system and Headteacher and Designated Safeguarding lead kept informed.

Information for Parents

The School Brochure lays out advice for parents with respect to attendance (see Appendix 2). The home/school agreement that all new parents are asked to sign identifies the responsibility of parents with respect to the importance of regular attendance and good communication with school (see Appendix 3). Information is shared and discussed at the Annual Statement Review.



We have agreed that we will discourage parents taking pupils out of school for holidays by not authorising such absence. We issue all parents and carers with a letter reminding them of the law that requires them to ensure that their child attends school regularly and requesting that they support the school in this matter. It states that:

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

As a Governing Body we have discussed the need for some flexibility recognising the difficulties that many of our parents and pupils have in accessing holiday opportunities though we are keen to support our mainstream colleagues. We also do not want to give a message that it is less important for our pupils to be in school as we are very aware of the impact of good attendance on progress.

Support Systems

It is recognized that some pupils may require additional support and flexible provision at times in their school life as a result of:

- Home issues;
- Medical Issues;
- Special Educational needs; and
- Behavioural issues.

Additionally, flexible curriculum provision is put in place for some pupils in collaboration with further education providers, and other professionals in order to support and maintain the school placement such as E-learning.

Reward Structure

- Half termly certificates for pupils achieving 100% attendance. Pupils are given regular updates on progress towards achieving this;
- Certificates for pupils who have made progress following attendance issues being identified.
- Regular item in Fred News about good attendance reminding parents of the overall target and the importance of attendance.
- School attendance board celebrating good attendance, shared on a weekly basis with pupils in assembly.
- Thanking parents by letter following an increase in attendance.
- Classes have different ways to celebrate attendance on a termly basis. This is usually in the form of certificates presented to pupils in assembly but where appropriate some other form of non financial award may be attained.
- Boarding can be used to support pupils and families where attendance is an issue.

Leave of Absence

Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose



of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At FNS leave of absence shall not be granted unless there are 'exceptional circumstances'. This may only be granted at the discretion of the Head teacher. Fred Nicholson School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised. Fred Nicholson School will treat each application individually and discuss with the parent the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-

- The parent fail to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence is not agreed by the Head teacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

When absence is granted by the Head Teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

Pupil Absence for the purposes of Religious Observance

Fred Nicholson School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.



CME

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the 13 XXX

See the SEN Code of Practice 2001 in relation to statements of SEN and the SEND Code of Practice 2015 in relation to EHC plans for detail of the expectations of local authorities in these circumstances. 14 or because of illness, unavoidable cause, religious holiday, or the local authority's failure to make the required transport arrangements. 15 XXX

Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006 16 Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006 9 school and the local authority have failed, after jointly¹⁷ making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty¹⁹ for their pupils. Further information about schools' safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance.

Traveller Absence

1. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.
3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
4. When trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.



5. Fred Nicholson School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Fred Nicholson School in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Fred Nicholson School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
6. Fred Nicholson School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:
 - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
 - Inform the school regarding proposed return dates
7. Traveller children will be recorded as attending an approved educational activity when:
 - The child is on roll and attending another visited school
 - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
8. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.



If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

Late Arrival at School

At Fred Nicholson School all pupils are expected to arrive on time for every day of the school year.

The school day begins at 8.55 am. We advise all parents to ensure their child is on site prior to this though we recognize that most of our pupils arrive through county transport and late arrival may not be the parent's fault. The school register will be taken at 9.00am. All pupils arriving after this time are required to report to the main office and their parents will be expected to provide a reason for their absence. The school register will officially close at 9.25am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

Roles and Responsibilities

At Fred Nicholson School, we believe that improved school attendance is a responsibility shared by governors, school staff, parents, pupils and the wider school community.

The Governors will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where



appropriate link these to the Performance Management of Senior Leadership within the school

- Monitor the school's attendance and related issues through termly reporting on the Action Plan and progress towards achieving the annual attendance in the Head Teacher's Report.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Management Team will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governors and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated



- Set out how Pupil Premium will be used to support pupils with irregular attendance

All staff will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Pupils will be given an awareness of the importance of their attendance to do this we will support them to:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Bring a note of explanation from their parents or parents to explain an absence that has happened or is foreseen
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

The member of staff responsible for attendance (the designated safeguarding lead) will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members
- Implementing the identified strategies for promoting good whole school attendance



- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual pupil casework files
- Informing SMT of pupils causing concern including requesting/advocating for the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract
- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies

Fred Nicholson School requests that parents will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

Other Agencies Involved

Attendance Improvement Service
Youth Offending Team
Clinical Psychologist
Social Workers
Additional Need Support Workers
Starfish

Links to Other Policies

Safeguarding (including child protection)
Promoting Positive Behaviour
Action Against Bullying
Teaching and Learning



Equality Impact Statement

The Governors have reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with recent legislation. They believe that the policy reflects a positive attitude and approach to all members of the school community.

Policy Approved by:

Chair of Committee 

*to be ratified on 09.12.20



APPENDIX A

Definitions

For the purpose of this policy, the school defines:

“Absence” as:

- Arrival at school after the register has closed
- Not attending school for any reason

Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An “authorised absence” as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason

“Parent” as

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person

Any person who, although not a natural parent, has care of a child or young person



APPENDIX B Categorising Absence and Attendance:

National codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>
B	Educated off site (NOT dual Reg)	Approved education activity
C	Other authorised circumstances	Authorised
D	Dual registration	Approved education activity
E	Excluded (no alt provision)	Exclusion from school
F	Extended family holiday (agreed)	Authorised
G	Family holiday (NOT agreed)	Unauthorised
H	Family holiday (agreed)	Authorised
I	Illness (NOT appointments)	Authorised
J	Interview	Approved education activity
L	Late (before registers closed)	Late
M	Medical/Dental appointments	Authorised
N	No reason yet provided for absence	Unauthorised
O	Unauthorised absence	Unauthorised
P	Approved sporting activity	Approved education activity
R	Religious observance	Authorised
S	Study leave	Study leave
T	Traveller absence	Authorised
U	Late (after registers closed)	Unauthorised
V	Educational visit or trip	Approved education activity
W	Work experience	Approved education activity
X	Non-compulsory school age absence	Temporarily not on roll
Y	Enforced closure	Temporarily not on roll
Z	Pupil not yet on roll	Temporarily not on roll