

ST. CATHARINE'S CATHOLIC PRIMARY SCHOOL

Attendance Policy



Let your light shine

School Mission Statement

St Catharine's Primary School provides a Catholic education expressing love of and trust in Jesus Christ.

We aim to: -

- * Build a Christian community in which there is a true understanding of the teaching of the Catholic Church.**
- * Help each child to fulfil their potential and do their best in all that they do.**
- * Ensure that every child is valued and encouraged to become generous, confident and responsible.**
- * Welcome involvement with parents, parish and the wider community to enrich all our lives.**

At St Catharine's Catholic Primary School it is recognised that the responsibility for promoting good attendance and punctuality is shared by all staff, governors, parents and carers and the pupil. As a school we aim to maintain a minimum attendance rate of 96.2% and maintain parents' and pupils' awareness of the importance of regular attendance.

This policy has been produced in conjunction with other North Cotswold Primary Schools, following advice from the Local Authority (LA).

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines and school work easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have an easier transfer to secondary school.

Parental responsibility:

Parents and carers should:

- Advise school of any planned absence using the Notification of Absence Form (Appendix 1).
- Ring school on the first morning of every absence to state the reason for the absence and the date the child is expected to return to school.
- Keep school updated by telephone or letter if your child has an extended period of absence due to illness.
- Make sure their children attend school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Arrange medical and dental appointments out of school hours, or during school breaks.
- Understand that there is no entitlement for parents to take pupils on holiday during term time and that holidays within term time are not an automatic right.
- Ensure that their children arrive in school on time. It is important to be on time, as the first few minutes of the school day are often used to give out instructions, organise schoolwork or for children to use this as work improvement time. If your child misses this short but vital session, his/her work for the whole day may be affected. Late arrivals disrupt the whole class and the late child is often embarrassed to arrive late. If your child arrives after registration it will be recorded as an unauthorised absence and could lead to a Fixed Penalty Notice being issued. (See appendix 2 Fixed Penalty Notice Leaflet)

School's responsibility:

The school shall:

- Follow up unexplained absences with phone calls as soon as possible.
- Keep and mark registers accurately.
- Remind parents of the importance of regular attendance and punctuality in newsletters, on the school website and in the Home-School agreement.
- Acknowledge and reward good attendance.
- Publish your child's attendance rate on his/her annual school report.

- Let parents know if we have concerns regarding their child's attendance and offer support and advice. (See Appendix 3 Attendance Intervention)
- If poor attendance continues following intervention/support a referral will be made to our Attendance Support Officer (ASO) who will consult with the LA's Education Entitlement and Inclusion team who will consider taking legal action under the s444(1) of the 1996 Education Act. (See Appendix 4 Prosecution Leaflet)

The Headteacher shall:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures

The Governors shall:

- With the Headteacher, monitor, evaluate and review the attendance procedures regularly.
- Report on attendance statistics in the Governors' Annual Report to parents.

School times

8.30 a.m.	Children are supervised on the playground by a member of school staff.
8.50 a.m.	Whistle is blown to indicate the start of the school day.
8.55 a.m.	Morning registration takes place.
11.55 p.m.	Lunchtime
12.50 p.m.	Lunchtime ends for pupils and afternoon registration takes place.
3.20 p.m.	School ends for all pupils.

Children should be collected promptly unless they are attending an after-school activity. In the unlikely event that a child is not collected at the end of the school day, we shall take him/her to our after-school club and parents/carers will be expected to pay for their child's care. After School Club closes at 6.00 p.m., and, if we have been unable to contact parents/carers or any of the given emergency contacts by that time, the duty social worker from the Children and Families team will be contacted.

Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

- Registration will take place between 8.55 a.m. and 9.00 a.m. for the morning session and between 12.50 p.m. and 12.55 p.m. for the afternoon session.
- Pupils arriving during registration will be marked with an **L** (late), which denotes that the pupil is present. Registration will close 20 minutes after the register has been taken. Unless there is an acceptable reason for the lateness the pupil will be marked with a **U**, which denotes an unauthorised absence. If a pupil is registered with ten U's

in a ten-week period a Fixed Penalty Notice can be issued. A written warning of this will usually be issued, in the first instance, by the school. (See appendix 2 Fixed Penalty Notice Leaflet)

- The school has a 'Late Book' which needs to be completed by the parent, carer or child if the child is late arriving to school.
- The marking of registers will be in accordance with the set attendance codes. (See Appendix 5 Attendance Codes)

Absences

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the Department for Education and, in some circumstances, to the LA. Only school can decide whether an absence is authorised or not, and is not obliged to accept the reasons given by a parent or carer.

Authorised absence is when a pupil:

- is absent with the prior permission of the school;
- is too unwell to attend school or is attending a medical or dental appointment;
- is away for a day set aside by their parent's religion for religious observance;
- has suffered a family bereavement;
- has been excluded;
- of Traveller parents is travelling in connection with the parents' work.

Unauthorised absence is when:

- a pupil is absent and no explanation, or an unacceptable explanation, is offered;
- a pupil arrives after the registration period has closed without an acceptable reason;
- a pupil is away from school on a family holiday.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity or is receiving special off-site tuition.

Appointments

If appointments have to be made during school hours, school should be pre-notified using the notification form. (See appendix 1 Absence Notification Form). Pupils leaving school mid-session should, for safety reasons, notify the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again for safety reasons, pupils should report to the office on arrival.

Frequent absences for Medical reasons

When a pupil frequently misses school for medical reasons the school medical service will be consulted. Where necessary a referral will be made so that an evaluation of the pupil's health and educational needs can be made.

Longer absences

Pupils who have been absent for a long period of time will be welcomed back positively and will be supported to ensure they to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil settles back into school life happily.

Persistent absence

The persistent absence threshold is set at 10% by the government. This means that any pupil who is absent for 38 sessions (19 days) of school will be classified as persistently absent. The school will work with the parent and pupil to address any attendance concerns and may also call upon the expertise of the Parent Support Advisor, the Educational Welfare Officer or, where relevant, medical professionals, to help improve a pupil's attendance.

Term-time holiday

Amendments to the **Education (Pupil Registration) (England) Regulations 2006** regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. There is no entitlement to time off in term time and the school can issue a Fixed Penalty Notice if absence is recorded as an unauthorised holiday. A written warning of this will usually be issued, in the first instance, by the school. (See Appendix 2 Fixed Penalty Notice)

School procedures

School registers are taken on SIMS, the school's Information Management System. Once the registers are closed the school secretary checks the registers for missing marks or unexplained absences.

Where the register shows an unexplained absence and there has been no message received at school by 9.30 a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. (Parents/carers will be asked to follow up with a written note on their child's return to school.) All telephone messages will be recorded on SIMS.

If school have been unable to make contact by telephone a written communication will be sent on the 3rd day of absence, requesting the reason for absence. If there is no response a reminder will be sent on the 6th day of absence. If there is still no response the absence will be recorded as unauthorised and school will refer to the Attendance Support Officer. If school have been unable to make contact after the 10th school day of absence the Headteacher will report the pupil as a 'Child Missing Education' to the LA who will enforce their missing Child Missing Education protocol.

Where the register shows 6 separate late marks either during or after registration over a 6-week period the school will contact the parent/carer to discuss the reasons for the lateness.

Where the register shows 10 separate 'late after registration' marks (**U**) over the last 10 weeks, the LA may issue a Fixed Penalty Notice. (See appendix 2 Fixed Penalty Notice Leaflet.) A written warning of this will usually be issued, in the first instance, by the school.

Any concerns about attendance or punctuality will be referred to the Headteacher who will, if necessary, contact parents/carers to try to resolve any issues and, if appropriate, refer to the Parent Support Advisor or the Attendance Support Officer. If these issues cannot be resolved and there is continued unauthorised absence the matter may be referred ultimately to the Education Entitlement and Exclusion Team at Shire Hall.

The Law

The law says that:

- parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- LAs must ensure that parents fulfil their legal obligations regarding their children's education;
- maintained schools must allow the LA to inspect their registers;
- schools must report pupils who fail to attend regularly to the LA. Gloucestershire's Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a 10-week period particularly when this absence is on account of:
 - (a) lateness after registration;
 - (b) unauthorised holiday.

In these instances the LA will consider issuing a Fixed Penalty Notice of £60 after a warning has been issued by the school. Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

Leavers

If your child is leaving St Catharine's Catholic Primary School, other than to go on to Secondary School, parents/carers are asked to:

- give the school full information about their plans, including date of move; new address – or at least the town you will be moving to; new school and start date, when known; and reasons for moving (a form is available at the school office).
- confirm the school has your current mobile phone number.
- take our school's compliments slip so the new school can easily arrange for records to be transferred.
- let us know when you move.

Children missing education

When pupils leave, if parents/carers have not given us the above information, and cannot be contacted, then the child is considered to be a Child Missing Education. This means that the Local Authority has a duty to carry out investigations that include liaising with Children's Services (formerly Social Services), the Police and other agencies, to try to track and locate your child. When parents/carers provide the above information, unnecessary investigations can be avoided.

Strategies

To support our attendance policy we:

- will treat attendance as a priority;
- apply timely intervention/support and where necessary, if poor attendance continues, refer to the local authority's Education, Entitlement and Inclusion team who will consider legal sanctions. (See appendix 3 Attendance Intervention)
- promote good attendance at every opportunity;
- always contact parents/carers on the first day of their child's absence;
- reward and celebrate good and improved attendance;
- set attendance targets for the school and for each year group;
- keep parents/carers informed of their child's attendance level;

- make good use of attendance data by specific analysis;
- notify Governors of attendance levels at each meeting of the full governing body;
- provide a safe, happy, stimulating environment for children, where they feel valued and welcomed, and that their presence in school is important.

Criteria for success

- Meeting or exceeding our attendance targets.
- Whole school attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, LA etc
- Everybody is clear about what to do if a child is absent from school.

December 2015



St Catharine's Catholic Primary School , Chipping Campden GL55 6DZ
01386 840677

admin@st-catharines.gloucs.sch.uk www.stcatharines.org.uk

APPLICATION FOR LEAVE OF ABSENCE

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

NAME OF PUPIL..... **CLASS**

I request permission for the above named child to take time off school

Dates: Fromto

REASON FOR ABSENCE

Doctor/Dental/Hospital appointment Other Exceptional circumstance

PLEASE PROVIDE DETAILS OF EXCEPTIONAL CIRCUMSTANCE (RELIGIOUS OBSERVANCE, TRAVELLER FAMILY IN CONNECTION WITH WORK, ETC)

.....
.....
.....

SignedParent/Carer Date

Authorised/DeclinedHeadteacher

Date.....

This form must be returned to school no less than 2 weeks before the planned absence.

.....

Dear Parent/Carer

NAME OF PUPIL..... **CLASS**

Current Attendance %

† Leave of absence authorised betweenand

.....
Please ensure that your child returns to school promptly following the absence.

† Leave of absence refused. Any absence from school betweenand

.....
will be marked as unauthorised and may result in a Penalty Notice being issued in accordance with the School's Attendance policy and guidance issued by Gloucestershire Education Entitlement and Inclusion Team.

SignedHeadteacher Date

Penalty Notices and the Education Act 1996

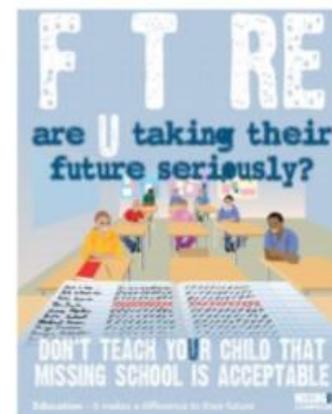
Section 444A of the Education Act gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of but unwilling to secure an improvement in their child's school attendance and/or punctuality.

Government Advice on School Attendance October 2014

'pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.'



Penalty Notices



Information for Parents and Carers

**Education
Performance &
Inclusion**

Appendix 3 Attendance Intervention

What can you do to help?

- If you suspect that your child may be missing school or is unhappy at school, you should contact the school as soon as possible so that you can work with them to resolve any difficulties.
- Make sure your child understands that you do not approve of them missing school, but be on the alert for any particular reasons for non-attendance, such as bullying or problems with school work and discuss these with the school.
- If your child is ill or absent for any other reason, contact the school on the first day of absence.
- Follow the school's procedures for notifying absence, and always let the school know of any days that your child is unable to attend.
- Make sure your child arrives at school on time for both the morning and afternoon sessions.
- Take an interest in your child's education. Ask them about their day and praise and encourage their achievements at school.
- Co-operate with any support, such as a Parenting Contract offered by the school or Local Authority

The information on this flyer is based on DfES booklet – Is your child missing out? (2007)

The world is run by those who turn up.

Attending school every day =
100% attendance.

Attending 4 ½ days a week =
90% attendance =
4 weeks missed per year

Attending 4 days a week =
80% attendance =
more than half a term missed per year
or 2 full years missed over the course of
their school career.

Attending 3 ½ days each week =
70% attendance =
more than a quarter of the school year
missed.

An average attendance of 80% or less across a
child's school career adds up to missing a whole 2
years from school

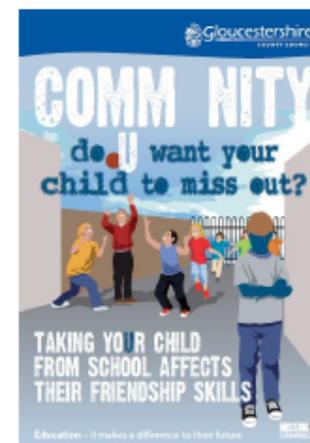
Being late for school reduces learning time.

If your child is 5 minutes late every day they
will miss three days of learning each year.

If your child is 15 minutes late every day
they will miss is 2 weeks of learning each
year.

Make every minute count

School Attendance



Information for Parents and carers



Q Why are Penalty Notices used?

Missing school damages children's attainment levels, disrupts school routines and the learning of others. Children who miss school are vulnerable to anti-social behaviour and youth crime. Above all, missing school seriously affects children's longer-term life opportunities.

If your child fails to attend school regularly and punctually and the absence is recorded by the school as unauthorized, you are guilty of a criminal offence under Section 444 of the Education Act.

Q What is a Penalty Notice?

A Penalty Notice is a fine which may be issued as an alternative to prosecution. It does not require a court appearance and does not result in a criminal record. Payment of a Penalty Notice means you avoid the potential danger of prosecution and subsequent conviction.

Q When might a Penalty Notice be issued?

If your child is absent from school for 10 sessions* in a ten-week period, without authorisation from their school, you will be sent a warning letter by the school. This *includes sessions where your child has arrived after the school's registration period without an acceptable reason*. If there are no unauthorised absences in the next 15 school days, no further action will be taken. If there are further unauthorised absences there will be no further warning and a Penalty Notice will be issued by the Local Authority.

**Each school day contains two sessions.*

Q How is a Penalty Notice issued?

You will receive the Penalty Notice by post to your home. Fines are issued to each parent for each child.

Q What is the cost of the fine?

The penalty notice allows you 21 days to pay a £60 fine. If you pay after the 21-day period but within 28 days, the fine increases to £120. If the fine remains unpaid at this stage, we would initiate legal proceedings against you for your child's non-attendance,

Q How can a Penalty Notice be paid?

Your penalty notice will include clear instructions on how to pay. There are two main ways - by cheque or postal order or over the phone using your debit or credit card. We cannot accept payment in part or by installment of a Penalty Notice.

Q What happens if I do not pay?

You will have up to 28 days from receipt to pay the Penalty Notice in full. If you fail to do so, the Local Authority is required, by law, to start proceedings in the Magistrates' Court for the original offence of poor school attendance and/or punctuality.

If you are convicted of this offence there are a number of possible sentences including a fine of up to £1000 or a fine of up to £2500 and/or a period of up to 3 months' imprisonment.

Q Is there an appeal process?

No. When you receive your penalty notice all investigations will have taken place, so once you have been issued with a penalty notice we cannot withdraw it unless it has been issued in error. It must be paid.

Q What happens if the Penalty Notice is paid but my child still misses school?

Parents/carers are not liable for prosecution for their child's school attendance for the period in question once the penalty notice is paid. However, prosecution may be considered for further periods of poor attendance not covered by the notice. Prosecution will be considered if two penalty notices have been served.

Q Who can I contact about a Penalty Notice that has been issued?

In the first instance you should contact the Attendance Officer at the school your child attends.

For more information about the issuing of Penalty Notices you can contact:

Education Performance & Inclusion
Shire Hall
Westgate Street
Gloucester
GL1 2TP
Tel: 01452 427360 / 426960

Why is it important for children not to miss school?

Most parents want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school or alternative provision regularly.

If children do not attend school regularly they may:

- struggle to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up.
- miss out on the social side of school life – especially at primary school. Poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.

Setting good attendance patterns from an early age, from nursery classes through primary school, will also help your child later on. Employers want to recruit people who are reliable. So children who have a poor school attendance record may have less chance of getting a good job.

Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class.

Some parents may be trying but finding it hard to get their children to attend school.

What might the impact of poor attendance be on your child?

Research has shown that children who are not in school are most vulnerable and are easily drawn into crime. Those children who play truant are more likely to offend than those that do not.

Research also shows that:

- less than 40% of pupils in secondary schools with an average of 17 days or more absence get 5 good GCSEs (grades A* to C) compared to more than 90% in schools with an average of less than 8 days absence.
- In primary schools less than 65% get good results in Maths and English in schools with an average of 15 days absence compared to around 90% in schools where the average is less than 8 days. Many parents are surprised how quickly their children accumulate 15 days absence.

What does the law say?

By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. As a parent, you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education.

Once your child is registered at a school you are responsible for making sure he or she attends regularly. If your child fails to attend regularly - even if they miss school without you knowing - the Local Authority (LA) may take legal action against you.

The LA is responsible for making sure that parents fulfil their responsibilities. Parents are responsible for making sure that their registered children regularly attend school and any alternative provision arranged for them.

If you think you might need to take your child out of school, discuss the reasons with the school as soon as possible.

Reasons such as family bereavement or taking part in an agreed religious observance would be acceptable for short absences. Unacceptable reasons for missing school include shopping and birthdays.

What happens if your child does not attend school regularly?

Your child's school is responsible by law for reporting poor attendance to the LA. As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a penalty notice or being taken to court.

The LA may decide to prosecute a parent.

If this happens:

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class.

What about authorised absences?

Of course there may be times when your child has to miss school because she or he is ill. This is to be expected and for the odd day off sick you should follow the school's procedures for notifying illness. Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours. Any absence must be requested as far in advance as possible. Absences can only be authorised by the school.

Appendix 4 Prosecution Leaflet

Advice

The officer dealing with your case has specialist knowledge and experience in the courts. If you require legal advice, lists of solicitors are available at the Citizens Advice Bureau

www.citizensadvice.org.uk.

Parents are strongly advised to seek legal help at the earliest opportunity. This may reduce delay and expense in dealing with your case

If you wish to speak to a member of the team, our contact details are:

Education Entitlement & Inclusion

Shire Hall

Westgate Street

Gloucester

GL1 2TP

Telephone: 01452 426960/427360

email: [admin.entitlement&inclusion@](mailto:admin.entitlement&inclusion@gloucestershire.gov.uk)

gloucestershire.gov.uk

or visit the county council website:

www.gloucestershire.gov.uk/schoolattendance

Burden of proof

It is for the parents to prove that one or more of these defences apply.

It is not a defence to say that you did not know that your child was absent from school or that they were being bullied at the time.

Sentencing

If you have pleaded to or been found guilty of the offence for which you have been summonsed the magistrates have the power to impose penalties as follows:

- a fine of up to £1000 or
- a fine of £2500 and or imprisonment for a term not exceeding three months.

Costs may also be awarded against you. Fines and costs are collected by the court bailiff

Prosecution for non-attendance at school



Information for Parents and carers



The Law

The Education Act 1996 (Section 444) states:

'If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence'.

The offence is called a "strict liability" offence. This means that if you are the parent of the child and that child is on roll at a school and they have not attended regularly then the court must find you guilty of the offence unless you have a defence.

A parent is defined in law as:

- All natural parents, whether married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

The fact that you do not live with the child is not a defence against securing their attendance at school.

The Defences

For any case brought before the magistrates under section 444 there are only these possible defences

- The child had leave of absence.

This means that your child had the Head teacher's permission to be absent. You could prove this by producing a letter from the Head teacher.

- The child was too sick.

Sickness means that your child was not fit for school on the dates listed on your summons. You could prove this by producing a medical certificate or letter from your child's doctor or consultant.

- The child was unavoidably absent.

This means that there were exceptional circumstances preventing your child from attending school during all of the dates listed on the summons. This may be difficult to prove.

- The child was absent for any day exclusively set apart for religious observance by the religious body to which his parent belongs.

This means that your child was absent because of your religious observance—not your child's.

You could prove this with a letter from your minister of religion. It is unlikely that this defence would apply to all the dates on your summons.

- The school is not within "walking distance" of the child's home and no suitable alternative arrangements have been made by the LA.

For a child under 8 years old this distance is 2 miles

For a child 8 years old and over this distance is 3 miles

This means that where the Local Authority has an obligation to provide transport it has not done so.

You could prove this with copies of your correspondence with the Local Authority.

You should seek legal advice if you plan to use this as a defence.

- The child has no fixed abode and the parent can prove that they were travelling for the purposes of obtaining work.

This means that you are a Traveller and that on the dates listed on your summons you were travelling to seek work or were working.

You could prove this with a witness who could explain to the court that this is what you were doing.

Appendix 5 Attendance Codes

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity (present)
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending another establishment)	Not counted in possible attendance
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday agreed	Authorised absence
I	Illness (NOT medical or dental etc appointments)	Authorised absence
J	Interview	Approved Education Activity (present)
L	Late (before the registers closed)	Present
M	Medical/dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity (present)
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Education visit or trip	Approved Education Activity (present)
W	Work Experience	Approved Education Activity (present)
X	Non-compulsory school age students not expected to attend	Not counted in possible attendance
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendance
Z	Pupil not on admission register	Not counted in possible attendance