



# WyreForestSchool

Communication Specialist

## Attendance Policy

<b>Date of last review:</b>	2024	<b>Review period:</b>	Annually
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<b>Type of policy:</b>	Statutory	<b>Committee:</b>	Curriculum & Standards
<b>Signature:</b>			

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## 1. Statement of Intent

Wyre Forest School works together with parents/carers to ensure that all children and young people registered at the school attend both regularly and punctually in order that their development and achievement are maximised. It is our aim that every pupil and family at Wyre Forest School understands the importance of attending regularly and we maintain a culture that recognises this, and understands its impact on all aspects of our pupils' development. Where there are concerns around a pupil's attendance the school will support pupils and parents/carers in a variety of ways to overcome any barriers and issues.

## **2. Parents'/Carers' Responsibilities**

- (i) Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- (ii) Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason such as sickness, they should contact the school as soon as possible, on the first morning of absence. This may be done by telephone, email ([office@wfs.worcs.sch.uk](mailto:office@wfs.worcs.sch.uk)) or in person.
- (iii) Parents/carers may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents/carers. (Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised until a reason is provided).
- (v) Parents/carers should ensure that their child arrives at school in time for the start of registration (8.45am). If a pupil arrives after 9.00 am his/her parent/carer should report directly to the school office. Morning register closes at 9.15am, any child arriving after the closing of the register will be recorded as a code of L which is 'late after registration is closed' for that session which will impact on the pupil's attendance. Any pupil arriving after 10.00 will be marked as a U. This is due to many pupils journeying to and from school on Local Authority Transport, rather than with parents/carers.

## **3. School Responsibilities**

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress, safety and wellbeing.
- (ii) Registers will be called twice daily, once in the morning, and once in the afternoon, dependent on Pathway timetables. Registers in the morning and afternoon close 30 minutes after commencement time
- (iii) Teachers or Grade 3 TA's will complete registers according to the guidance in the staff handbook. The office will highlight any errors and/or inconsistencies daily.
- (iv) Where a student is attending offsite provision, the provider will maintain a register in accordance with policy and notify the school directly of all incidences of non-attendance.
- (v) Should a class teacher have concerns about an individual child's attendance or punctuality, these should be reported to the Deputy Headteacher or our attendance lead, Lauren Gillam. As part of staff pastoral duties and our duty of care, all members of staff are encouraged to contact parents/carers when they

are concerned about a pupil's attendance. Staff should inform the office when they take such action so it can be recorded.

- (vi) If a pupil is absent, the teacher will enter the appropriate code in the register. Should no explanation be received from parents/carers, staff and office staff will endeavour to contact the parent. If unsuccessful, the admissions and data manager will refer the matter to the Attendance Lead, in the first instance.
- (vii) All staff receive safeguarding training that includes its links to attendance.
- (viii) The Deputy Headteacher and Attendance Lead will regularly collect attendance data and will use this data during meetings with the school's Headteacher, and Senior Leadership Team and the Governing Body.
- (ix) The school will employ strategies to promote regular, punctual attendance:

Regular class teacher input about the importance of attending to be shared in , class times, daily lessons, Annual Reviews and Parents Evenings

Regular newsletter updates for all families about raising attendance.  
Unexplained absence will be followed up on the first day with a telephone call home

- Pupils who are on a child protection or child in need plan will have a daily telephone call, and the social worker will be informed.
- Attendance data will be monitored each week by the Deputy Headteacher and the Attendance Lead.
- An early help assessment with our Attendance Lead will be offered to parents/carers where attendance is becoming problematic. This may involve looking at ways that any barriers either in or out of school can be addressed in a timely and supportive way.
- Working with external agencies such as the special school nursing team, other schools, transport, the local authority and children's services plays a vital role in Wyre Forest School supporting targeted families to raise pupil attendance.
- Wyre Forest School recognises the impact of poor mental health and anxiety on pupil attendance. The Deputy Head teacher and Attendance lead will liaise with external services such as Educational Psychology, CAMHS, Children's services and outreach services, e.g. Chadsgrove, where there is an identified need for additional support.
- Where attendance falls below 60% and *all appropriate interventions have taken place* the case may be discussed with the Education Engagement Service

#### **4. Attendance Targets and Data**

Wyre Forest School's expectation for attendance 95% This target considers the medical needs of some of our pupils.

The governing body will set annual targets for reducing absence each academic year in line with our Annual Strategic Plan.

- The school will refer to National Special Schools Data and expectations for attendance when setting its targets.
- A range of attendance data will be collected each half term to identify individuals and cohorts whose attendance causes concern.

As part of this process a PA (Persistent Absentee) Register will be maintained where necessary and regularly reviewed.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will be doing considerable damage to any child's educational prospects and we need parents/carers' fullest support and cooperation to tackle this.

#### **5. Holidays in Term Time and Requests for Leave of Absence**

Taking holidays in term time will affect pupils' schooling as much as any other absence and will bring the children/s' attendance percentage down. We expect parents/carers not to take children away in the academic year and remind them that there is no authorisation to take a holiday during school time.

When a leave of absence is unavoidable and only in extenuating circumstances, parents/carers will be asked to complete a "Request for leave during term time form" (appendix 7).

Any applications for leave of absence must be made on the "Request for leave during term time form" at least 1 month in advance and a decision will be made at the discretion of the Deputy Head teacher who will discuss this with the parents/carers. The school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Any period of leave taken without the agreement of the school will be classed as unauthorised and may, in certain cases, attract sanctions such as a Fixed Penalty. (Appendix 8)

## 6. Attendance Procedures

### First day of absence:

- When a pupil is absent from school and no contact has been made by parents/carers, office staff will make a telephone call home and an accompanying text to determine the reason for absence. They will then log the appropriate absence code.
- If parents/carers do not respond and no reason for absence is provided, a code of N (“No reason yet provided for absence”) will be recorded. This code will affect the overall rate of the pupil’s attendance until a reason is provided. If we do not receive any communication after 3 days, this will result in a safe and well check being undertaken at the pupil’s address by the Deputy Headteacher and Attendance Lead. Safeguarding procedures will follow if there is no response.
- If, by the end of the week in which the pupil has been absent, no absence reason has been provided by parents/carers (but contact has been made), a text will be sent home for parents/carers to be able to provide the reason for the absence). Parents/carers will also be given alternative ways of contacting the school to provide a reason for absence.
- If after 1 week, parents have still not provided a reason for absence, a permanent code of unauthorised absence will be recorded which will permanently affect the pupil’s overall rate of attendance.
- 

If a pupil is absent for a period of 10 consecutive days or more, a referral will be made to the Education Engagement Team via the Worcestershire Local Authority portal

### Attendance falling below 90%:

- If a pupil’s attendance falls below 90% the Deputy Headteacher, in liaison with the Attendance Lead, will contact parents/carers via a signed letter to share the school’s concern regarding their child’s attendance. Admissions and Data manager should inform parents that a letter of information is being sent. This FIRST LETTER – Attendance Below 90% (1.1) (appendix 1) will be classed as a FIRST INTERVENTION.
- If, after 6 weeks, attendance has not improved a SECOND LETTER- SECOND INTERVENTION (Appendix 2) will be sent to the parent/carer
- After 6 weeks, if attendance has not improved, a THIRD LETTER – Meeting Invite (1.2) (appendix 3) will be hand delivered or posted to the parent/carer of the pupil and a conversation will be had with the parents/carers inviting them in for a meeting or a virtual meeting to discuss attendance. This letter will be classed as a THIRD INTERVENTION. In this letter parents/carers will be asked to contact school if they

cannot attend this initial meeting so the meeting can be re-scheduled to a more convenient time. This letter will also inform parents that failure to attend or contact school may result in a referral to the Education Engagement Service.

- During the meeting, attendance and the implications of persistent absenteeism will be discussed. The attendance lead and family will look at actions together that can support raising the pupil's attendance and an attendance contract will be read, discussed and signed together at this meeting. Parents/carers will be informed that attendance will be closely monitored for a further 6 weeks to ensure attendance percentage improves and that the contract is followed. Failure of this happening after 6 weeks will mean a SCHOOL ATTENDANCE – FIRST NOTICE (1.3) (appendix 4) will be sent to parents/carers. This letter will be classed as a FOURTH INTERVENTION.
- Failure to make contact with school or attend the meeting will always result in a SCHOOL ATTENDANCE – FIRST NOTICE (1.3) (appendix 4) being sent home. This letter will be classed as a FOURTH INTERVENTION.
- After 3 weeks, if attendance has not improved, an IRREGULAR SCHOOL ATTENDANCE – FINAL NOTICE (1.4) (appendix 5) will be sent to parents/carers. This letter will be classed as a FIFTH INTERVENTION.
- After 3 weeks, if attendance has not improved, an IRREGULAR SCHOOL ATTENDANCE – PENALTY NOTICE MONITORING (1.5) (appendix 6) will be sent to parents/carers. This letter will be classed as the SIXTH INTERVENTION.
- Attendance will be monitored for 15 school days from the issue date of the IRREGULAR SCHOOL ATTENDANCE – PENALTY NOTICE MONITORING (1.5). During this period, the child must have No Unauthorised Absence.
- If unauthorised absence is accrued during the 15-school day period of the Penalty Notice, a referral will be made to the Local Authority Prosecution Officer for consideration of legal enforcement action and a Penalty Notice may be issued.
- Any pupil whose attendance is below 90% and is open to attendance procedures is requested to provide medical evidence for all absences.

## **7. The role of the Education Engagement Team**

The Education Engagement Team Service works as a last resort strategy in school to reduce levels of unauthorised absence and promote whole school attendance.

When there is a serious concern about a pupil's attendance and after several steps for support no improvement is recorded (without acceptable reason for this), the school has a duty to consider a referral to the Education Engagement Team in order to action an Education Supervision Order

The Education Engagement Team acts on behalf of the Local Authority in enforcing a parent/carer's duty to ensure their child receives an appropriate education.

In enforcing attendance, the EET has a variety of powers to help them ensure that children are properly educated:

- Penalty Notices
- Education Supervision Orders
- Prosecution
- Parenting Orders

The Education Act 1996 section 444 states that *"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"*.



## **APPENDIX 1- 1<sup>st</sup> INTERVENTION- First Letter- Attendance below 90% (1.1)**

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

### **SCHOOL ATTENDANCE BELOW 90%**

At Wyre Forest School we want every pupil to reach their full potential- regular school attendance is an important part of supporting them to do this.

I have noticed that FORENAME's attendance is currently at.....% and this is, understandably, a concern.

I appreciate that illness/medical conditions can cause a student to miss school but it is important that FORENAME is given every opportunity to be a part of their school community as much as possible.

In order to work with yourselves on improving FORENAME.'s attendance we will be monitoring this for the next 6 weeks. If attendance continues to be a concern you will receive a further letter advising you of next steps.

If you would like any further support with this matter please do not hesitate to contact myself or Lauren Gillam.

Yours Sincerely

Ms Alison Hopkins

Deputy Headteacher

## **APPENDIX 2 – 2nd INTERVENTION: Second Letter – Attendance Below 90% (1.2)**

PARENTAL/CARER ADDRESSEE  
ADDRESS BLOCK

DATE

Dear

**Re:**

**Date of Birth:**

**Registered pupil at:**

### **SCHOOL ATTENDANCE BELOW 90%**

We monitor attendance very closely and expect at least 95% attendance from all students at Wyre Forest School. FORENAME's attendance has fallen substantially below this figure to (*enter text here*) % and this gives me cause for some concern.

I appreciate that illness can cause a student to miss time from school but without regular high attendance, progress at school is likely to be jeopardised. It is also a statutory duty for parents/carers to ensure that their children attend school regularly. Government guidelines state that pupils whose attendance falls below 90% are classed as persistent absentees. As FORENAME's attendance is already % we would like to support you to avoid this figure getting any lower and therefore formal procedures needing to take place by Education Engagement Services.

FORENAME's attendance will be monitored over the next 6 weeks during which I hope to see an improvement. Unfortunately, any future absences FORENAME has will not be authorised unless medical evidence is provided.

If there are particular problems that you feel need to be brought to the school's attention, please contact me as soon as possible as we are keen to do what we can to support you to improve FORENAME's attendance.

Yours sincerely

**Ms Alison Hopkins**  
**Deputy Headteacher**

### **APPENDIX 3– 3rd INTERVENTION: Third Letter – Meeting Invite (1.2)**

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

#### **SCHOOL ATTENDANCE – MEETING INVITE**

Following recent discussions with yourselves and letters received on (*enter text here*), I continue to have concerns regarding your child's attendance

Following government guidelines, Wyre Forest School's Attendance Policy outlines that any pupil whose attendance is below 90% can be discussed with the Education Engagement Service. As FORENAME's attendance is now at (*enter text here*) %, we would like to address this issue before it is brought to the attention of the Education Welfare Service.

I would like to invite you to school for a meeting on **DATE** at **TIME**. The intention of the meeting is to discuss the ways in which we, as a school, can support FORENAME and yourself in improving his/her attendance.

We appreciate that this appointment may not be convenient. If this is the case, please contact the school to rearrange on 01562 827785. Failure to contact us or attend the meeting may result in a referral being made directly to the Education Engagement Service.

Yours sincerely

**Ms Alison Hopkins**  
**Deputy Headteacher**

## **APPENDIX 4 – 4th INTERVENTION: School Attendance – First Notice (1.3)**

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

### **SCHOOL ATTENDANCE – FIRST NOTICE**

This letter is further to previous correspondence and our meeting dated (*enter text here*).

**Section 444 of the Education Act 1996** states:

*“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence.”*

**You are therefore now put on notice that if your child continues to accrue unauthorised absences and the attendance contract has not been adhered to, we will discuss referring the matter for consideration of an Education Supervision Order by the Local Authority if attendance does not improve over the next 3 weeks.**

I remind you that school requires medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional's note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child's name on it and a date relevant to the absence. If medical evidence is not provided an absence will remain unauthorised.

If you wish to discuss this letter or any matters affecting your child's ability to attend school please contact me.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely  
Mrs Rebecca Garratt  
Headteacher

## **APPENDIX 5 – 5<sup>th</sup> INTERVENTION: Irregular School Attendance – Final Notice (1.4)**

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

### **IRREGULAR SCHOOL ATTENDANCE – FINAL NOTICE**

S444 of the Education Act 1996 states that if a child of compulsory school age, who is registered at a school fails to attend regularly, the parent of the child shall be guilty of an offence.

School records show that your child now has an attendance rate below (*enter text here*) % which includes (*enter text here*) sessions of unauthorised absence and their attendance is deemed as irregular.

**TAKE NOTICE** that it is considered that you may be guilty of an offence under the above Act, in that you have failed to ensure that your child attends school regularly. Attending regularly also includes a requirement to attend punctually.

Unless resolved immediately we will therefore be presenting this matter to the Local Authority for consideration of legal enforcement action.

The Local Authority may commence legal proceedings against you under the provisions of the Education Act 1996, in respect of this matter and/or any further complaint received from the school, or other places of learning. In the event of your conviction by a Magistrates' Court, you may be liable to a fine of up to £2,500.00 and/or the possibility of imprisonment for up to three months per offence.

Additionally, the Local Authority has a statutory duty to consider applying for an Education Supervision Order in respect of your child, together with a duty to consult with the Children's Services Department.

Dated this xxxxxx day of xxxxxx.

Yours sincerely

**Mrs Rebecca Garratt**  
**Headteacher**

## **APPENDIX 6 – 6<sup>th</sup> INTERVENTION: Irregular School Attendance – Penalty Notice Monitoring (1.5)**

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear PARENTAL SALUTATION

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

### **IRREGULAR SCHOOL ATTENDANCE – PENALTY NOTICE MONITORING**

#### **Re: Penalty Notice S.444(a) Education Act 1996 – School Non-Attendance**

It has come to my attention that your child, **Child Name and DOB**, has been marked as having unauthorised absence from **School**.

Section 444(1) of the Education Act, 1996 states:

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

If the reasons given for your child's irregular school attendance are not satisfactory, then the Local Authority may issue you with a Penalty Notice for failure to comply with the law.

On receipt of this letter you are being given the opportunity to take such steps as to ensure your child's attendance at school. The Worcestershire County Council Code of Conduct allows 15 school days from **(Enter date for the 1<sup>st</sup> day of the notice)** to **(Enter the date for the last day of notice)** inclusive, in which time **child's first name** must have no unauthorised absence.

Failure will result in us presenting this matter to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you.

In pointing out the law to you in this way, I am simply making clear your obligations to your child and I hope most sincerely that you will take such steps as would render such a course of action unnecessary.

Yours sincerely  
Mrs Rebecca Garratt  
Headteacher

## Appendix 7- Request for Leave during Term Time

### Request for Leave During Term Time

To: The Headteacher of: WYRE FOREST SCHOOL Date: .....

I request consideration of a grant of leave of absence from school during term time for:

my child (full name): .....

for the period from (date): ..... to (date): .....

The **exceptional** circumstances and reason for this request are:

.....

.....

I have (an)other child(ren) in (an)other school(s) as follows:

Child(ren) (full name(s)): .....

School(s) attended: .....

Signature of 1<sup>st</sup> Parent/Carer(s): ..... Print Name: .....

Signature of 2<sup>nd</sup> Parent/Carer(s): ..... Print Name: .....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

#### **For Office Use Only**

Current Attendance: ..... % Last Year's Attendance: ..... %

Number of school sessions taken as leave during term time (this Academic Year): .....

#### **Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Signed: ..... Date: .....

Notification of decision: Date letter sent to parent: .....

## Appendix 8- Leave in Term Time Unauthorised- Response Letter

Dear (Parents name)

(Child's Name and Date of Birth)

Thank you for your correspondence dated (add date), requesting permission for (pupil's name) to be absent from school for (number of days) (include dates requested).

In line with Government and school policy, parents are requested not to take their children out of school during term time. Permission will only be given to take leave in term time if there are exceptional circumstances. Having carefully considered your request, I do not feel that this can be supported in this instance. The Governors of the school support this decision.

**Therefore, if the absence occurs the dates will be unauthorised.**

Please note, with effect from 19<sup>th</sup> August 2024 the Government has made changes to penalty notice fines for school non attendance. As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence **may** be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential.

I have attached a copy of (pupil's name) attendance for this academic year.

Yours sincerely

Alison Hopkins  
Deputy Head Teacher



## Appendix 9 - Illness – ongoing medical condition affecting attendance

PARENTAL ADDRESSEE  
ADDRESS BLOCK

DATE

Dear

**Re:**  
**Date of Birth:**  
**Registered pupil at:**

Dear.....,

Due to (child name)'s ongoing medical condition we are aware some absences from school due to illness maybe unavoidable.

As this has become apparent over *(the last 2 weeks/month/half term/term – as appropriate)* in order to best support (child name) and work in partnership with you as parents we would like to invite you to meet with us on: **DATE** at **TIME**.

Meeting with you will ensure we have an opportunity to discuss (child name)'s needs and review how we can continue to work together, along with any relevant health professionals, to best support (child name)'s wellbeing and education.

As a school we remain committed to supporting (child name) as best as we possibly can in order for (her/him) to be able to attend and achieve as much as practically possible. If for any reason you are unable to attend this meeting, please contact me on 01562 827785 so we can rearrange an alternative date.

I look forward to meeting with you soon.

Yours Sincerely

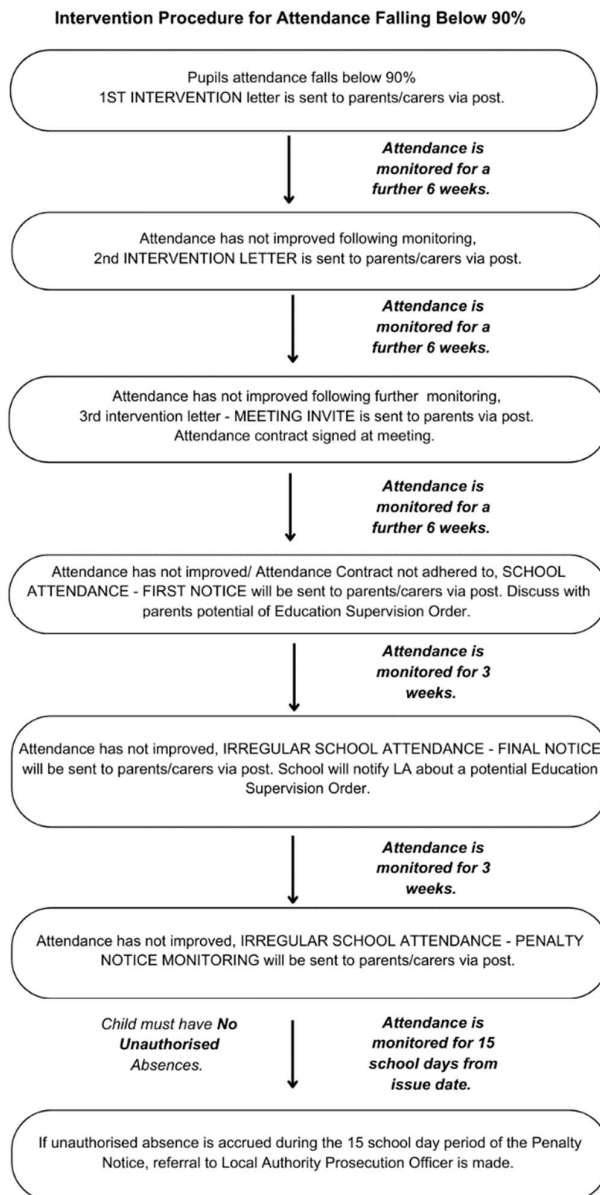
**Ms Alison Hopkins**  
**Deputy Headteacher**

**Appendix 10 - Reason for Absence Text sent to Parents / Carers after no response for reason of absence.**

Message

Please provide a reason for FORENAME's absence on the following date(s): DATE(S). I would be very grateful if you could please either reply via email to [office@wfs.worcs.sch.uk](mailto:office@wfs.worcs.sch.uk) or ring the School Office on 01562 827785 as soon as possible. If no reason is provided by (DATE 1 WEEK AFTER DATE OF TEXT) unfortunately a permanent mark of 'unauthorised absence' must be recorded and this will affect FORENAME's percentage attendance for the school year. Yours sincerely, Ms A Hopkins, Deputy Headteacher.

## Appendix 11– Attendance Flow Chart.



**Appendix 12 Key Documents :**

**Safeguarding Policy (Including Child Protection)**

**Working Together to Improve School Attendance 2024**

**Supporting Pupils with Medical Conditions Policy**

**Keeping Children Safe in Education 2024 Part One**

**Worcestershire LA Guidance on Attendance**

## APPENDIX 13 – DfE Absence Codes

The following codes are the codes used by school to analyse attendance data.

Code	Description	Statistical meaning	Legal meaning	Affects attendance negatively
/ or \	Present	Present	Present	NO
B	Educated off site	Approved educational activity	Attending approved educational activity	NO
C0	Leave of absence for exceptional circumstances only	Authorised Absence	Absent	YES
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence	Absent	YES
C2	Part Time Timetable	Authorised Absence	Absent	YES
D	Dual registration	Approved educational activity	Attending approved educational activity	NO
E	Suspension or Permanent Exclusion	Authorised absence	Absent	YES
G	Holiday not granted by the school	Unauthorised absence	Absent	YES
I	Illness	Authorised absence	Absent	YES
J1	Interview	Approved educational activity	Attending approved educational activity	NO
L	Late (before register closed)	Present	Present	NO
M	Medical/dental appointment	Authorised absence	Absent	YES
N	Reason for absence not yet established	Unauthorised absence	Absent	YES

<b>O</b>	Absent in other or unknown circumstances	Unauthorised absence	Absent	YES
<b>P</b>	Approved sporting activity	Approved educational activity	Attending approved educational activity	NO
<b>Q</b>	Lack of Access Arrangements	Not counted in possible attendances	Absent	NO
<b>R</b>	Religious observance	Authorised absence (one day only)	Absent	YES
<b>S</b>	Study leave	Authorised absence	Absent	YES
<b>T</b>	Gypsy, Roma and Traveller absence	Authorised absence	Absent	YES
<b>U</b>	Arrived in school after registration closedY	Unauthorised absence	Absent	YES
<b>V</b>	Educational visit or trip	Approved educational activity	Attending approved educational activity	NO
<b>W</b>	Attending Work experience	Approved educational activity	Attending approved educational activity	NO
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances	Absent	NO
<b>Y1</b>	Unable to attend due to transport normally provided not being available	Not counted in possible attendances	Absent	NO
<b>Y2</b>	Unable to attend due to widespread disruption to travel	Not counted in possible attendances	Absent	NO
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Not counted in possible attendances	Absent	NO
<b>Y4</b>	Unable to attend due to the whole school	Not counted in possible attendances	Absent	NO

	site being unexpectedly closed			
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances	Absent	NO
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances	Absent	NO
<b>Y7</b>	Unable to attend because of any other unavoidable cause	Not counted in possible attendances	Absent	NO
<b>Z</b>	Pupil not on roll	Not counted in possible attendances	Pupil not registered at the school	NO