

-	Present	Pay
=	Part Time Timetable (health related)	Need details from school
~	In school but not in class	Pay
↪	Late to class	Pay
A	Other authorised absence	Need details from school
B	Sickness with educational provision	Need details from school
C	Closed (eg election)	Pay
D	Self Certified	Check - only allowed 5 per term but may have submitted medical cert or doctor's letter
E	Authorised parental holiday	Not Paid
F	Medically Certified	Check - only allowed 5 per term but may have submitted medical cert or doctor's letter
F	Notifiable Illness (medically certified)	Check - only allowed 5 per term but may have submitted medical cert or doctor's letter
G	Parental Holiday	Not Paid
H	Holiday	Not Paid
H	Should not attend	Not Paid
H	Should not attend (Notifiable Illness)	Check number in term
I	In-Service	Pay
J	Late (arrives before mid-opening)	Check number in week - only allowed 2 per week
K	Late (arrives after mid-opening)	Check number in week - only allowed 2 per week
M	Missing	Not Paid
N	Other Unauthorised Absence	Not Paid
O	Other Attendance out of school	Pay
P	Medical or Dental Appointment	Pay
Q	Exceptional domestic circ. (authorised)	Not Paid - can ask pupil/school for an email giving reason. Then we can consider paying it
R	Exceptional domestic circumstances	Not Paid
S	Study Leave	Check attendance before study leave starts
T	To be Confirmed	Not Paid
U	Truancy or Unexplained Absence	Not Paid
V	School Visit	Pay
V	Field Trip	Pay
W	Work Experience	Pay - if for full week check to make sure only for one week
X	Exclusion	Not Paid
Y	Part Time Timetable (exclusion related)	Not Paid
Z	Extended leave with parental consent	Not Paid
#	No admission date	Pay