Milverton
Online Education

Attendance Policy
2024-2025

Approved by: Greg Holden (Principal)

Date: September 2024

Review date: September 2025

PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that students are attending school regularly. Milverton Education recognises that some students find it harder than others to attend and we therefore aim to build strong and trusting relationships with our pupils and parents so that we can work together to remove any barriers and provide the right support through all stages of improving attendance. Milverton Education believes that securing good attendance cannot be seen in isolation and seeks to implement effective practices for improvement that interconnect with the curriculum, behaviour, bullying, special educational needs, mental health and wellbeing.

The Education Act states that parents and carers must ensure that their child of school age receives a suitable efficient full-time education. For parents who select their child to be educated with us we will clarify the responsibilities of parents, students, and the school in this policy. At Milverton Education we emphasise the importance of working in partnership with our families to ensure that attendance is high, as this is strongly linked to achievement.

We therefore strongly discourage avoidable absence, including non-urgent medical appointments and term-time holidays during live lessons.

CONTEXT

Milverton Education is an online school and within this context, a student 'attending' or the reference to 'attendance' refers to students being present in a live lesson, meeting or event. In addition, students are expected to complete independent study using our online platform to complete their learning programme.

The expectation is that in the majority of instances, students will attend live lessons and be active participants in their learning. However, being a virtual school affords the flexibility for students to engage in learning fitting around the other components and aspects of their lives, such as training/sports tournaments, and being in a different time zone. In such cases where a student may not be able to attend live lessons; the expectation is that parents will inform the attendance team, students will then catch up on live lessons by watching the recordings, which are available soon after the live lesson ends in Google Classroom. Students should watch the recordings in a timely manner, when their schedule permits; this should be discussed in the weekly 1:1 mentor meeting so that the student can be supported and guided in prioritising their work.

In addition, it may be appropriate from time to time for other students to watch recordings rather than attend live lessons, for example, where a students' particular needs such as SEND and Mental Health are better met through watching the lesson recording. These personalised timetables will be agreed on a 1:1 basis with the relevant person such as the mentor, SENDCo, Head of Year, Senior Leadership Team and in agreement with the parent(s)/guardian. This arrangement will be reviewed regularly and a plan for returning to live lessons will be arranged. Such plans are designed to re-integrate the students slowly into live lessons at a pace that is manageable; this will be recorded in our school management system (Bromcom) under the 'attendance' category.

Statement of Intent

Milverton Education believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

- ○ "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –
- ○ to age, ability and aptitude, and
- ○ to any special educational needs he/she may have
- ○ either by regular attendance at school or otherwise.
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010 and the UN convention on the rights of a child.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.

Why regular attendance is so vital:

There is a clear and proven link between attendance and achievement. The pupils with the highest attainment have higher rates of attendance. Pupils who miss a substantial amount of school, fall behind their peers, and struggle to catch up as most of the work they miss is never made up and can lead to big gaps in their learning. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms.

Role and Responsibilities

The Principal has overall responsibility for:
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Ensuring there is a [Children Missing Education procedure](#) in place and that this is regularly reviewed.

The Attendance and Safeguarding Officer has overall responsibility for :
- Ensuring the implementation of this policy and procedures
- Working with the operations team to ensure the accuracy of the school's automated attendance system
- Ensure daily attendance records are accurate and complete
- Contacting parents daily where the reason for an absence is not known

- Analysing attendance data and working with mentors and Heads of year to ensure high and/or increasing levels of attendance are maintained, whilst taking into account the flexible nature of our offer
- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.
- Reviewing and updating this policy bi-annually to ensure it reflects Milverton Education school procedures.
- Working with HOY, parents, students, mentors and other partners to implement attendance interventions,
- Keeping parents informed of any changes to the attendance policy and procedures.
- Keeping abreast of changes in legislation and undertake CPD to ensure best practice

The Head of Year and teaching staff are responsible for:

- Following this policy fairly and consistently.
- Monitoring attendance and promptly discussing any concerns over attendance with parents and students and logging this on Bromcom under the 'attendance' category
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated to the Vice Principal/Assistant Vice Principal
- **HOY**- Initiating meetings with parents, students, mentors, SENDCo or the Attendance Team to discuss attendance concerns and work together to improve attendance.
- **HOY/Mentor** to contact Parent/Guardian, establish reasons for absence, and agree a 6 week attendance intervention plan

The Mentor and teaching staff is responsible for:

- Discussing attendance fortnightly with their mentees and ensure parents are informed.
- Reporting and logging attendance concerns on Bromcom under 'attendance' with specific focus on monitoring those students who are not expected to attend live lessons.
- Monitoring attendance and action planning to promote and improve attendance and punctuality.
- Escalating cases to the HOY where attendance has not improved or there are any welfare concerns
- Note: the mentor can contact home sooner where the concern is high due to a high level of non-attendance without good reason.

Parents are responsible for:

- Ensuring that their children attend and engage in their full live lesson timetable daily.
- Instilling in their children an appreciation of the importance of attending lessons.
- Ensuring that they are aware of the attendance policy at Milverton Education.

- Working in partnership with Milverton Education to resolve issues which may lead to non-attendance.
- Monitoring their child's attendance using the parent portal and opting in to receive daily alerts for unauthorised absences.
- Notifying the school if their child is absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed when the child returns to lessons.
- Avoiding arranging medical/dental appointments during school hours, if possible.
- Avoiding booking holidays during term time.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

The school acknowledges that at times there may be circumstances under which a student needs to take leave during term time. Any requests for exceptional absence must be made by parents via the Milverton Education Absence Request Form and should be sent, where possible, at least two weeks in advance. The student will be expected to catch up any missed work, including watching the recordings of any live lessons that have been missed.

Students are responsible for:

- Attending live lessons on time and engaging in their learning.
- Notifying their teacher/mentor if they are experiencing technical issues, which means they cannot join, or drop out of a live lesson.
- Attending all expected lessons, engaging in Google Classroom work and catching up with any missed sessions via the recorded lessons in a timely manner.
- Discussing any attendance issues with their 1:1 mentor at their weekly meeting

Definitions

Absence	- Attending less than 20 minutes of a live lesson. - Not attending school for any reason.
Authorised Absence	Authorisation is granted for absence at the discretion of the school, in compliance with legislation and guidance. It could be granted for: - Sickness, mental illness. - Medical, dental appointments or mental health appointments. - Attending an approved sporting activity - Attending a religious or cultural observance. - A family emergency.

	• Agreed travelling, trips or visits. • SEND needs • Travelling • Working in different timezones
Unauthorised Absence examples	• Parents keeping children off school unnecessarily or without reason. • Truancy • Absences which have never been properly explained. • Logging onto a live lesson for less than 20 minutes. • Day trips and holidays in term-time which have not been agreed.
Persistent Absenteeism (PA)	Missing 20 percent or more of live lessons across the year without reason.
Severe Absenteeism (SA)	Missing more than 50 percent of live lessons across the year without reason.

Please see Appendix B for further details of registration codes

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Absence Procedures

- Parents should contact the school as soon as possible on the first day of their child's absence to explain why they were absent using the Milverton Education Absence Request Form. This includes sporting commitments, working in different time zones and any other reason for absence. For our students with long term commitments this can be updated in advance and reviewed when required. This will then be recorded in Bromcom so subject teachers (and mentors) are made aware.
- The parent portal provides daily alerts by email to parents notifying them if their child is absent for a live lesson and a reason has not been provided.
- Each Friday, the attendance and safeguarding officer will contact home via email (or phone call) to inform parents of any unauthorised absence and ask parents to ascertain the reasons. Where the absences are unexplained, or the parent is not aware, this will be recorded as an 'unauthorised absence'.
- In the case of persistent absence and severe absence, incidents will be logged on Bromcom and arrangements made for parents and students to speak with the relevant staff members. Concerns can then be triangulated with any other information held about the pupil such as child protection issues, mental health difficulties, SEND, caring responsibilities etc. and appropriate support can be put in place.

- If the school is unable to make contact with the parent/ carer following unauthorised absences, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family who could reasonably be expected to be able to advise of the pupil's whereabouts. Any unauthorised absences that continue for up to 5 days, where there has been no contact from a parent/guardian, will be investigated to ensure there are no safeguarding concerns about the student's whereabouts
- <u>Where a pupil has not returned to lessons for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will contact the Local Authority and follow the 'Child Missing Education' guidance.</u>
- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the Safeguarding Policy.
- For long term sickness of more than a week, parents should contact the mentor to inform them how long the student is expected to be absent. The mentor will liaise with parents and the Head of Year/Vice Principal Pastoral/SENDCo to plan for the student's return to school and consider what support and accommodations may be needed such as Milverton Education Priority pathway for a short period of time.

Students are expected to attend every lesson on their timetable. Whilst we encourage students to study a broad and varied curriculum, each individual's subject choices can vary. If a student no longer wishes to study a subject, they should discuss this with their parent and/or mentor; A written request can be made by parents/guardians to the mentor/Head of Year/Senior Leadership Team to remove a subject.

Students who do not comply with Milverton Education's attendance requirements (including but not limited to completing lessons, assessments, Google Classroom work, in a timely manner; engaging with the Mentor) may ultimately be withdrawn from the programme for non-attendance, if the attendance issues cannot be resolved. Where a student fails to attend the school and the school is unable to contact their parents/guardian, or to establish their whereabouts, the school will follow the Missing Student procedure, as detailed in Appendix A.

PUPILS OF PERSISTENT & SEVERE ABSENTEEISM

Any barriers to accessing education are wide and complex, and are often specific to individual pupils and families. Milverton Education is committed to working in collaboration with parents and children to ensure that all pupils benefit from regular attendance.

Milverton Educations overall approach takes these six graduated stages:

1 Expect	High expectations that all children will attend well
2 Monitor	Closely monitor the attendance of all pupils to spot problems early
3 Listen / Understand	Work with pupils and parents to understand any barriers to good attendance
4 Facilitate support	Remove barriers in school and help pupils and parents overcome the barriers outside of school
5 Formalise support	Formalise support where informal, voluntary approaches are not working; making referrals where necessary

Universal practice: Attendance process for all students	Intervention Tier 1: Regular patterns of unexplained absence and attendance falls below **80%**	Intervention Tier 2: Persistent absence and attendance falls below **50%**
Registers are automated and live lesson attendance is uploaded onto Bromcom Mentors track attendance and follow up in 1:1 meetings with mentees. They will contact parents via the mentor report or email. Mentors pay specific attention to students on reduced and personalised timetables. Mentor logs unexplained persistent absence concern on Bromcom and raises it with HOY	Mentor has discussed low attendance with student but there remains on-going concerns; or mentee repeatedly does not attend mentor meetings and mentor is unable to establish regular contact with student or parent Mentor logs concern on Bromcom and assigns to HoY HOY to work alongside Mentor to contact parent/guardian for meeting to establish reasons for absence and creates a 6 week attendance support plan	Attendance below 50% HoY referral to AVP Parent meeting AVP considers further interventions and possible outside agency involvement: - Early help referral (if in UK) - Contact Local Authority If improvements are made, student moves back to Tier 1 and review after 6 weeks or half termly

Any safeguarding concern is logged on Bromcom for the DSL

Parents are sent daily alerts when a student does no attend an expected live lesson without a given reason

Attendance and safeguarding officer runs weekly checks and contacts parents every Friday to ascertain any unexplained absence

If a student has been missing for 10 consecutive days without reason, concerns are logged in Bromcom as one incident; alerts will automatically be sent to mentor/HoY/AVP and immediate action taken.

If there is no improvement, Bromcom log assigned to HoY to follow up and external agencies contacted if necessary

in on Bromcom to improve attendance

Ensure involvement of the SEND Team, relevant departments, professionals reports and EHCP targets in planning where necessary

An attendance plan date is set by HOY to monitor the impact of the support plan. If there is still no improvement, refer to Tier 2, or, if attendance has improved, return to universal practice.

PUPILS WITH MEDICAL NEEDS/ AND/OR SEND

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs.

- Any part- time timetable will be time-limited and will not be treated as a long term solution.

- Part-time timetables will only be made with parental agreement and in compliance with the Safeguarding Policy.

The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C) and will be monitored predominantly by their mentor who can check that the recordings are being watched and Google Classroom work submitted.

Milverton Education understands that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical or mental health conditions or who have special educational needs and disabilities. Our pastorally-minded approach will be sensitive and avoid stigmatising pupils whilst still holding an attendance ambition that is the same for all our pupils. We are committed to putting personalised support in place where necessary to help them access full-time education. This could include making reasonable adjustments or having individual healthcare plans. In some cases, advice and support may be sought from external partners such as health services. For some families, part-time attendance may be appropriate to enable a student to access education and learn at a pace that is appropriate for them and meets their needs. Parents; we will engage in open dialogue and understand how parents and students feel and what they think would help improve their attendance and work together to meet.

Parents of pupils with medical/mental health needs and/or SEND who are struggling to attend school should contact the Principal gregholden@milvertoneducation.com

STUDENTS WITH TRAVELLING OR SPORTING COMMITMENTS

We are committed to supporting our students with travelling and sporting commitments. We kindly ask our parents to provide these students schedules in advance so that we can code these students appropriately. These students will be predominantly monitored by their mentor who can check that they are watching recordings and submitting expected Google Classroom work.

ATTENDANCE AND SAFEGUARDING

The safeguarding of all pupils is of utmost importance and school provides a protective environment for those who attend. Schools are well placed to identify safeguarding issues and regular attendance is vital for this. For those who don't attend regularly, and where all avenues of support have been facilitated, and the appropriate educational support has been provided but the unauthorised absence continues, it is likely to constitute neglect.

Schools should be especially conscious of any potential safeguarding issues in these cases and when a pupil is consistently absent and no reason has been given for the absence, the school will prioritise the safety of these pupils. The school is aware that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

UK law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

The school recognises that every pupil has a right to a full-time education and high attendance expectations are set for all pupils. The policy is applied fairly and consistently but since we offer flexible schooling, the attendance policy accounts for the specific needs and circumstances of individuals and groups of students. We always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of this policy, we are aware of our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

We will support pupils and parents by working together to address any in-school barriers to Attendance. Where barriers are outside our control, we recognise the importance of all partners working together to support pupils and parents to access any support they may need voluntarily. As a minimum, this should include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions will be regularly discussed and reviewed together with pupils and families and noted on Bromcom.

OUTSIDE AGENCIES

Safeguarding is a priority at Milverton Education. We will work collaboratively with outside agencies to promote and monitor attendance, sharing information as needed. This will include providing weekly attendance reports to schools where students are dual registered or local authorities where we are allocated as an alternative provision.

We shall notify the Children and Family Services team in the relevant local authority or the relevant agency if the student lives outside the UK if:

- We should have to exclude a pupil on the safeguarding register (whether fixed term or permanently)
- There is unexplained and sudden withdrawal of a student from the roll, where we have had safeguarding concerns about the student involved.

LEGAL FRAMEWORK

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2021) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Improving school attendance'
- The Children Act 1989
- Parental Responsibilities
- KCSIE 2023
- Working together to safeguard children
- Elective home education
- Supporting students with medical conditions
- Ensuring a good education for students with health needs
- Promoting and supporting mental health and wellbeing in schools
- Working Together to Improve School attendance 2024
- Working together to improve school attendance 2022

This policy will be implemented in conjunction with the Behaviour Policy, the Complaints Policy and the Child Protection and Safeguarding Policy.

APPENDIX A: MISSING STUDENTS PROCEDURE

The school recognises that a child going missing from education could be a potential indicator of abuse or neglect, including sexual abuse and sexual exploitation. Therefore, members of staff will respond promptly to absences and follow the procedures detailed below.

Admissions register

As set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, a pupil's name can only be deleted from the admission register for these reasons:
- pupil has been granted a leave of absence (under regulation 7) and the pupil has not attended school within the ten school days and (see parts i-iii)
- A pupil has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(ii)the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

ENROLMENTS

The school will enter students on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. If the student fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts.

For students resident in the UK, the school will notify the appropriate local authority within five days of adding a student's name to the admission register. This notification will include all details contained in the admission register for the new student.

LEAVING THE SCHOOL

For students resident in the UK, and in accordance with [regulation 12(6)](#) the school will notify the local authority upon removal of a student's name from the school's admission register under any of the fifteen grounds set out in the DfE regulations, when this removal is outside of the standard transition point – i.e. when the student has completed the final year of education normally provided by the school.

When a parent notifies the school in writing that they are home educating, the school will delete the child's name from the admission register and inform the local authority. However, where a parent verbally indicates that they intend to withdraw their child to be home educated,

The school will consider notifying the local authority at the earliest opportunity.

The school provides the local authority with a return of information for non-standard transitions.

APPENDIX B: Sample letter template

Letter 1 - Weekly attendance letter for unauthorised absence

> Hi (Parent/Carers name)
>
> I hope you are well.
>
> As part of our duty of care and safeguarding, we have recently adjusted our attendance processes and I am writing to follow up on the reason for (students name) non-attendance.
>
> We currently have the following unauthorised absence(s) recorded for (students name) this week:
>
> (Weekday; Date; Month; Year; Time)
>
> Please could you confirm the reasons for these absences so we can update our registers accordingly and help to ensure the safety and wellbeing of our students?
>
> Best wishes,
>
> Cathy Arnold
> **Attendance and Safeguarding Officer**

Letter 2 - Fortnightly Letter For Attendance Improvement

Dear [parent/carer's name],

As part of our duty of care and safeguarding I am writing to follow up on (students name) attendance. Their fortnightly percentage attendance is currently x.

We really do appreciate your help as there is clear evidence that good school attendance improves a child's chance of success in life.

Could you please contact (students name) mentor (mentor contact details) so that we can support you moving forward and improve (students name) attendance to live lessons.

Best wishes,

Letter 3 - Invitation to Attendance Meeting

Dear [parent/carer's name],

Milverton Education is committed to ensuring our pupils achieve the best possible outcomes and
good school attendance is key to achieving this aim.

Unfortunately, following our letter/meeting/discussion [student name]'s attendance has not
sufficiently improved. They have x absences which means that their attendance is currently x%.

We would really appreciate your help in improving this and are therefore inviting you to an
attendance meeting with the Head of Year

It is really important that you attend this meeting so that any issues or concerns which may be contributing to [student name]'s non-attendance can be discussed and appropriate support put in place to improve their attendance.

The suggested date/time for the meeting is: xxxxxxxxxxx. Should this not be possible, please suggest an alternative date/time for a meeting to take place this week.

Best wishes,

APPENDIX C: ATTENDANCE CODES

Milverton Education Attendance Register Codes

Present Codes

Code	Name	Explanation
/	Present am	• Present for AM lessons
\	Present pm	• Present for PM lessons
B	Offsite Education	• Receiving education from another provider approved by Milverton Education. Milverton Education are responsible for safeguarding and welfare checks.
J	Interview	• Interview that is linked to education, employment or transfer to/from another provider.
P	Approved, supervised sporting activity	• Approved sporting activity • Travelling for an approved sporting activity
V	Educational Visit or Trip	• Attending an educational visit or trip
W	Work experience	• Attending Work Experience
L	Late	• Partially attended Live session for more than 20 mins
*	Register update - pupil present	

Authorised Absence Codes

Code	Name	Explanation
I	Illness	• Feeling unwell • Mental Health issues • Anxiety
>	Illness confirmed case of coronavirus (COVID-19)	• Covid
M	Medical appointments (when unable to book	• Doctor's Appointment • Dentist Appointment

	them out of school hours)	● Mental Health Appointment ● SEND Appointment
H	Family holiday - agreed	● Pre-booked Family Holiday ● Family Holiday- catching up with lessons
F	Extended Family Holiday Agreed	● Extended/Delayed family holiday
E	Excluded	● Excluded from lessons- Alternative Provision must be made from the 6th consecutive day of absence and appropriate attending coding used.
R	Religious observance	● Religious Celebration- Schools must treat absence as authorised when it is due to religious observance.
S	Study leave	● Studying for Exams ● Taking Exams/ Mock Exams ● Parent Invigilating Exams
T	Traveller absence	● Travelling commitments- catching up with lessons ● Parents travelling for work ● Different Time Zone
C, C1, C2	Other authorised circumstances	● Funeral/Bereavement ● Part- time tables ● Integration plans ● SEND support
-	Technical Issues	● Technical issues
!	Lesson cancelled or postponed	● Lesson cancelled or postponed

Unauthorised Absence Codes

Code	Name	Explanation
G	Unauthorised family holiday (not agreed)	● Use when a pupil is kept away for longer than agreed or no leave is applied for.
O	Unauthorised other absence	● Use when unsatisfied with the reason for absence or a reason cannot be found.
U	Late - > 20 mins of lesson	● Student has attended less than 20 minutes of live lesson
N	No reason yet provided for absence	● This should be a temporary Code, being replaced by an appropriate Code. If no reason for absence is provided after 5 days, an O code

		should be used.

Other Codes
These are not Counted in Attendance Figures

Code	Name	Explanation
X	Non Compulsory school age absence	● Used for sessions when Year 12/13 are not expected to attend their usual timetable ● Can also be used for staggered starts where attendance recording is not required.
Y	Unable to attend because of unavoidable cause	● Pupil is unable to attend due to a custodial sentence. ● National or Health Emergency. ● Unable to attend due to an emergency- reasons should be explained.
#	Planned whole or partial school closure	● School Closure
D	Dual Registered	● Attending another registered provision which is monitoring students attendance.
Z	Not on roll	● Prospective pupil not on the admissions register yet.
NR	Register is not required for this session	● This session has not gone ahead and registration has not required