



Attendance Codes from August 2024

| Code | Meaning | Type |
|------|--|------------------------|
| / \ | Present at the school / morning \ afternoon | Present Mark |
| B | Attending any other approved educational activity - Alternative Provision not arranged through the approved framework | Present Mark |
| C | Authorised Circumstance (see next page for breakdown) | Authorised Absence |
| D | Dual registered at another school - PRS - Hospital education - Education at a secure / residential site - Off-site direction / managed move | Present Mark |
| E | Suspended or permanently excluded and no alternative provision made | Authorised Absence |
| G | Holiday not granted by the school or Term Time Leave not granted by the school | Unauthorised Absence |
| I | Illness (not medical or dental appointment) | Authorised Absence |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution | Authorised Absence |
| K | Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning | Present Mark |
| L | Late arrival before the registers have closed | Present Mark |
| M | Attended a medical appointment | Authorised Absence |
| N | Reason for absence not yet established | Unauthorised Mark |
| O | Absent in other or unknown circumstances | Unauthorised Absence |
| P | Participating in a sporting activity | Present Mark |
| Q | Unable to attend the school because of a lack of access arrangements | Not expected to attend |
| R | Religious Observance | Authorised Absence |
| S | Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school. | Authorised Absence |
| T | Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months. | Authorised Absence |
| U | Arrived in school after registration closed | Unauthorised Absence |
| V | Attending an Educational Trip or Visit | Present Mark |
| W | Attending Work Experience | Present Mark |
| X | Non-compulsory school age pupil not required to attend school | Not expected to attend |
| Y | Unable to attend school because of unavoidable cause (see next page for breakdown) | Not expected to attend |
| Z | Prospective or previous pupil not on admission register | Not expected to attend |

| Code | Meaning | Type |
|---|--|------------------------|
| The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason: | | |
| Y1 | Unable to attend due to transport normally provided not being available | Not expected to attend |
| Y2 | Unable to attend due to widespread disruption to travel | Not expected to attend |
| Y3 | Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes. | Not expected to attend |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating. | Not expected to attend |
| Y5 | Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention. | Not expected to attend |
| Y6 | Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease. | Not expected to attend |
| Y7 | Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent. | Not expected to attend |
| The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason: | | |
| C | Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. | Authorised Absence |
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. - Filimng | Authorised Absence |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable. | Authorised Absence |