

Attendance and absence codes

Attendance Network Meeting – July 2024

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Living our values every day



Accountable



Integrity



Empower



Respect



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The basics

- From 19th August 2024, registers must be kept in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- All schools, except those where all pupils are boarders, must keep an attendance register
- Schools cannot delete a pupil's name from the attendance register unless they have a reason to delete the pupil's name from the admission register
- Schools must take the attendance register at the beginning of each morning session and once during each afternoon session
- For every session the school is open, the most appropriate attendance and absence code must be recorded for every pupil on the register
- The register is a legal record of which pupils are present at the time the register is taken



Changes from the new School Attendance (Pupil Registration) (England) Regulations 2024

- Attendance register to be kept electronically – to improve the ability to analyse and share data.
- Entries in the attendance register to be preserved for six years – to enable schools to better review pupils' attendance and absence.
- Attendance to be recorded the same way for pupils of compulsory school age and non-compulsory school age – to enable schools to better track attendance and absence for all pupils.
- Attendance register simplified into attendance and absence and mandate the use of a set of attendance and absence codes – to improve consistency and accuracy in recording across schools.



Attending the school

Code / - present at the school
(morning session)

**Code ** - present at the school
(afternoon session)

- Pupils must not be recorded as present if they are not in school during registration.
- If a pupil were to leave the school premises after registration, the register should not be amended.

These codes are classified for statistical purposes as attending



Attending the school

Code L – late arrival before the register is closed

This code is classified for statistical purposes as attending

- The pupil arrives in school before the register is closed.
- The length of time the register is open is expected to be set out in their attendance policy. This will be the same for the morning session and the afternoon session and not longer than 30 minutes.
- If a pupil is absent for registration, recorded as code N (reason for absence not yet established), but arrives in school after the register is closed, the attendance register must be amended to record them as absent using the relevant absence code.



Attending a place other than the school

Code V – attending an educational visit or trip

- The pupil is absent from school so they can attend a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
- If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved education activity



Attending a place for an approved educational activity: Codes P, W and B

A pupil can only be recorded as attending a place for an approved educational activity if it meets the following definition set out in regulations:

- The place where the pupil is attending is not the school or any other school at which the pupil is a registered pupil;
- The activity is educational in nature but not:
 - Education provision arranged by a local authority under section 19(1) of the Education Act 1996 or section 42(2) or 61(1) of the Children and Families Act 2014; or
 - An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- The pupil's attendance at the place for that activity has been approved by the school; and
- The activity is to be supervised by a person thought by the school to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved



Attending a place other than the school

Code P – participating in a sporting activity

This code is classified for statistical purposes as attending an approved education activity

- The pupil is absent from school so they can attend a place for an approved educational activity that is a sporting activity.
- The decision on approving a sporting activity rests with the school. If they have any concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body.
- Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.
- Schools should ensure that arrangements are in place whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

Attending a place other than the school

Code W – attending working experience

This code is classified for statistical purposes as attending an approved education activity

- The pupil is absent from school so they can attend a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education.
- Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.
- Schools should ensure that arrangements are in place whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.



Attending a place other than the school

Code B – attending any other approved educational activity

This code is classified for statistical purposes as attending an approved education activity

- The pupil is absent from school so they can attend a place for any other approved educational activity.
- Schools must record the nature of the provision. *Examples are: attending courses at college; attending transition days at a school where they are to become a registered pupil; attending unregistered alternative provision.*
- Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measures have been taken to safeguard the pupil.
- Schools should ensure that arrangements are in place whereby the provider of the approved activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.
- Schools must also record the nature of the educational activity

Attending a place other than the school

Code K – attending education provision arranged by the local authority

This code is classified for statistical purposes as attending an approved education activity

- The pupil is absent from school so they can attend a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by the local authority.
- Schools must record the nature of the provision. *Examples are: attending courses at college; attending unregistered alternative provision, such as home tutoring.*
- Schools should ensure that arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.
- Schools must also record the nature of the activity

Absent – leave of absence

Code D – dual registered at another school

To avoid double counting this code is classified for statistical purposes as not a possible attendance

- Where a pupil is registered at more than one school, this code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.
- The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.
- The school at which the pupil is scheduled to attend must record the pupil's attendance and absence using the relevant code.
- Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.
- Schools should ensure that arrangements are in place whereby all unexpected and unexplained absence are promptly followed up.

Absent – leave of absence

Code C1 – participating in a regulated performance or undertaking regulated employment abroad

- Where the LA has granted a licence for the pupil to take part in a regulated performance (section 37(2) of the Children and Young Persons Act 1963).
- Where a pupil is covered by a Body of Person Approval (BOPA).
- Where a Justice of the Peace has given the pupil a licence to go abroad to perform (section 25(2) of the Children and Young Persons Act 1933).

This code is classified for statistical purposes as authorised absence



Absent – leave of absence

Code M – attending a medical or dental appointment

- Where the school has granted a leave of absence to attend a medical or dental appointment.
- Where the pupil is not present during the registration period due to a medical or dental appointment.
- Parents should be encouraged to arrange appointments outside of school hours, the Royal College of GPs is encouraging GPs and other practitioners in the primary health field to support this.

This code is classified for statistical purposes as authorised absence

Absent – leave of absence

- The pupil is absent with leave to attend an interview for employment or for admission to another educational establishment.
- The interview must take place during the session for which it is recorded.

Code J1 – attending an interview

This code is classified for statistical purposes as authorised absence



Absent – leave of absence

Code S – study leave

- The pupil is absent with leave for the purpose of studying for a public examination.
- Study leave should not be granted by default once tuition of the exam syllabus has been completed.
- Schools that do decide to grant study leave must still make provision available for those pupils who want to continue to come into school to revise.

This code is classified for statistical purposes as authorised absence



Absent – leave of absence

Code C2 – compulsory school age pupil subject to a part-time timetable

- Used in very exceptional circumstances where it is in the pupil's best interests to have a temporary part time timetable
- The school must agree with the parent the pupil normally lives with including the times and dates when the pupil will be expected to attend
- Where a pupil is receiving full time education, but only part of that is at school this code must not be used

This code is classified for statistical purposes as authorised absence



Absent – leave of absence

Code C – leave of absence for exceptional circumstances

- All schools can grant a leave of absence at their discretion
- Schools must judge each application individually considering the specific facts, circumstances and relevant background context behind each request
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute exceptional circumstances

This code is classified for statistical purposes as authorised absence

Absent – other authorised reasons

Code T – parent travelling for occupational purposes

This code is classified for statistical purposes as authorised absence

- The pupil is a mobile child and their parent is travelling in the course of their trade or business and the pupil is travelling with them
- To help ensure continuity of education for pupils, when their parent is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent is travelling and be dual registered at that school and their main school
- Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement

Absent – other authorised reasons

- The pupil is absent on a day that is set exclusively apart for religious observance by the religious body the parent belongs to
- If in doubt, schools should seek advice from the parent's religious body

Code R – religious observance

This code is classified for statistical purposes as authorised absence



Absent – other authorised reasons

- The pupil is unable to attend due to illness (both physical and mental health related)
- Schools are not expected to routinely request that parents provide medical evidence to support illness absences

Code I – illness

This code is classified for statistical purposes as authorised absence



Absent – other authorised reasons

- The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue with education.

Code E – excluded

This code is classified for statistical purposes as authorised absence



Absent – leave of absence

- Used for sessions where a non-compulsory school aged pupil's timetable does not require them to attend
- Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code, not Code X

Code X – non-compulsory school age pupil not require to attend school

This code is classified for statistical purposes as not a possible attendance



Absent – unable to attend because of unavoidable cause

Code Q – lack of access arrangements

This code is classified for statistical purposes as not a possible attendance

- Only covers scenarios where the local authority has a legal duty to provide the pupil with transport and it has not yet been arranged



Absent – unable to attend because of unavoidable cause

- The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided is not available

Code Y1 – transport normally provide not available

This code is classified for statistical purposes as not a possible attendance



Absent – unable to attend because of unavoidable cause

- The pupil is unable to attend school because of widespread disruption to travel caused by local , national or international emergency

Code Y2 – widespread disruption to travel

This code is classified for statistical purposes as not a possible attendance



Absent – unable to attend because of unavoidable cause

Code Y3 – part of the school premises closed

This code is classified for statistical purposes as not a possible attendance

- Part of the school premises is unavoidably out of use and the pupil is one of those the school considers cannot practicably be accommodated in those parts of the premises that remain in use



Absent – unable to attend because of unavoidable cause

Code Y4 – whole school site closed

This code is classified for statistical purposes as not a possible attendance

- Where a school was planned to be open for a session, but the school is closed unexpectedly, the attendance register is not taken because there is no school session.
- Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact the school is closed unexpectedly

Absent – unable to attend because of unavoidable cause

- The pupil is unable to attend the school because they are in police detention, remanded to youth detention awaiting trial or sentencing or detained under a sentence of detention

Code Y5 – pupil is in criminal justice detention

This code is classified for statistical purposes as not a possible attendance



Absent – unable to attend because of unavoidable cause

- The pupil is prevented from attending because their attendance at school would be contrary to guidance or legislation relating to the incidence or transmission of infection or disease

Code Y6 – acting in accordance with public health guidance or law

This code is classified for statistical purposes as not a possible attendance



Absent – unable to attend because of unavoidable cause

Code Y7 – any other unavoidable cause

- An unavoidable cause that is not covered by one of the other ‘unable to attend’ codes detailed above
- Will be very seldomly used – only in an extreme emergency situation where the pupil is prevented from attending the session
- The unavoidable cause must be something that affects the pupil, not the parent
- Schools must also record the nature of the unavoidable cause

This code is classified for statistical purposes as not a possible attendance

Absent – unauthorised absence

- The school has not granted a leave of absence and pupil is absent for the purpose of a holiday
- A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

Code G – holiday not granted by the school

This code is classified for statistical purposes as unauthorised absence



Absent – unauthorised absence

Code N – reason for absence not yet established

- When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N
- Where Code N is used, the correct absence code should be entered as soon as the reason is ascertained
- If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O

This code is classified for statistical purposes as unauthorised absence



Absent – unauthorised absence

- Where no reason for absence is established or school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised

Code O – absent in other unknown circumstances

This code is classified for statistical purposes as unauthorised absence



Absent – unauthorised absence

- Where a pupil has arrived late after the register has closed but before the end of the session

Code U – arrived in school after registration closed

This code is classified for statistical purposes as unauthorised absence



Administrative codes

- To enable schools to set up registers in advance of pupils joining the school to ease administrative burdens

Code Z – prospective pupil not on admission register

This code is not collected for statistical purposes



Administrative codes

- Whole closures that are known and planned in advance such as days between terms, half terms, bank holidays, weekends etc

Code # – planned whole school closure

This code is not collected for statistical purposes



- Look at the scenarios on your table
- Discuss together and decide which code you think would be the most appropriate to use and why

