

## Attendance Codes

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, a pupil should be recorded as present or absent in the Attendance Register. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

1. If a pupil is **present in school** the following codes from Table 1 should be used:

Code	Meaning	Criteria	Statistical value
/	Present at school AM	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending (present)
\	Present at school PM	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending (present)
L	Late arrival before register is closed	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending (present)

2. If a pupil is **absent from school** so that they can **attend a place other than school** for any of the following reasons, the relevant code from Table 2 should be used:

Code	Meaning	Criteria	Statistical value
K	Attending Education provision arranged by the LA	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority. <ul style="list-style-type: none"><li>• The nature of the provision must also be recorded.</li><li>• Code K can only be used if the child is present at the provision.</li></ul>	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or	Attending an approved educational activity (present)

		<p>on behalf of the proprietor and supervised by a member of school staff.</p> <p>Attending an approved educational activity (present) 12 • The visit or trip must take place during the session for which it is recorded • Code V can only be used if the pupil is present at the visit.t</p>	
P	Participating in a Sporting Activity	<p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• the activity is supervised by a person considered by the school to have the 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.</li> </ul>	Attending an approved educational activity (present)

W	Attending work experience	<p>The pupil is attending 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. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity;</li> </ul> <p>and Attending an approved educational activity (present) 13</p> <ul style="list-style-type: none"> <li>• the activity is supervised by a person considered by the school to have the 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.</li> </ul>	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The	Attending an approved educational activity (present)

		<p>educational activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>• the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity;</li> <li>and</li> <li>• the activity is supervised by a person considered by the school to have the 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.</li> </ul> <p>As set out in the DfE's guidance on: <a href="#">Providing remote education: guidance for schools - GOV.UK</a></p> <p>pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's</p>	
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		engagement with remote education, but this is not formally tracked in the attendance register.	
D	Dual Registered at another school	The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with 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 they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.	Not a possible attendance (neither present or absent)

3. If a pupil is **absent with leave** - if the pupil is absent and none of the circumstances listed in Table 2 applies, their absence is to be recorded as below:

Code	Meaning	Criteria	Statistical value
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. • Where the local authority has granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963. • Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in	Authorised absence

		<p>whose area the performance will take place or the Secretary of State.</p> <ul style="list-style-type: none"> <li>• Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.</li> </ul>	
M	<p>Leave of absence for the purpose of attending a medical or dental appointment</p>	<p>The pupil is absent with leave for the purpose of attending a medical or dental appointment.</p> <ul style="list-style-type: none"> <li>• Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</li> <li>• An application is made in advance by a parent the pupil normally lives with, and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave.</li> <li>• If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</li> </ul> <p>This interview must take place during the session for which it is recorded.</p>	<p>Authorised absence</p>

J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	<p>he pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution</p> <ul style="list-style-type: none"> <li>• Where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</li> </ul> <p>Authorised absence 15</p> <ul style="list-style-type: none"> <li>• This interview must take place during the session for which it is recorded.</li> </ul>	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	<p>The pupil is absent with leave for the purpose of studying for a public examination.</p> <ul style="list-style-type: none"> <li>• to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with</li> </ul>	Authorised absence
X	Non-compulsory school age pupil not required to attend school	<p>The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.</p> <ul style="list-style-type: none"> <li>• for a pupil not of compulsory school age to attend school part-time.</li> <li>• Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</li> </ul>	Not a possible attendance (neither present or absent)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	<p>The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement</p>	Authorised absence

		<p>between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.</p> <ul style="list-style-type: none"> <li>• to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</li> </ul>	
C	Leave of absence for exceptional circumstance	<ul style="list-style-type: none"> <li>• A leave of absence is granted entirely at the school's discretion.</li> <li>• where an application is made in advance by a parent the pupil normally lives with</li> <li>• Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</li> </ul>	Authorised absence

4. Pupils are absent - other **authorised** reasons:

Code	Meaning	Criteria	Statistical value
T	Parent travelling for occupational purposes	The pupil is a mobile child, their parent is travelling in the course	Authorised absence Whilst for statistical purposes this is



		<p>of their trade or business and the pupil is travelling with that parent. The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.</p>	<p>counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.</p>
R	Religious observance	<p>The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs. • The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). • As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the</p>	<p>Authorised absence</p>

		religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. • If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.	
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.	Authorised absence
E	Suspended or permanently excluded and no alternative provision made	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 their education.	Authorised absence

5. Pupil absence - unable to attend school because of **unavoidable cause**:

Code	Meaning	Criteria	Statistical value
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	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 for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is	Not a possible attendance

		not taken as usual 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 that the school is closed.	
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul> <p>If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>Not a possible attendance 18 A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p>	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by</li> </ul>	Not a possible attendance

		<p>the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.</p>	
Y7	<p>Unable to attend because of any other unavoidable cause</p>	<p>An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Not a possible attendance 6.</p> <p>Unauthorised absence Code Meaning Criteria Statistical value G</p> <p>Holiday not granted by the school The school has not granted a leave of absence and the 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.</p>	<p>Not a possible attendance</p>

6. Unauthorised absence:

Code	Meaning	Criteria	Statistical value
G	Holiday not granted by the school	The school has not granted a leave of absence and the 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.	Unauthorised absence
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Unauthorised absence 19 Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should	Unauthorised absence

		actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.	
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7. Administrative codes:

Code	Meaning	Criteria	Statistical value
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.	Not collected
#	Planned whole school closure	Whole school closures that are known and planned in advance such as: <ul style="list-style-type: none"> <li>• days between terms;</li> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days;</li> <li>and</li> <li>• use of the whole school as a polling station.</li> </ul>	Not collected