

QUICK GUIDE

Attendance Codes

Attendance Codes

The table shows all the attendance and absence codes available to schools as of September 2024.

All schools are required to mark every child's

register twice a day using the appropriate codes.

New codes have been introduced for September 2024, most notably the updated C1 and C2 codes, codes Y1 to Y7

Deleted Codes

From September 2024 the following codes are no longer available and must not be used:

H code all authorised term-time must now be coded with the C code

J code replaced by J1

Y code replaced by Y 1 to Y7

Use of the B Code

The DFE has clarified that the B code can only be used when a pupil is taking part in an approved educational activity and that they are physically supervised by an adult considered by the school to have the appropriate skills, training and knowledge. It cannot be used for remote learning, even if supervised by a parent

CODE	DEFINITION
/	Present (am)
\	Present (pm)
B	Attending any other approved Education Activity which is not sporting activity or work experience
C	Other authorised exceptional circumstances (Funeral etc)
C1	Leave of absence – Regulated Performance or regulated employment abroad
C2	Leave of absence - part time-table for compulsory school age children
D	Dual registration - on roll at one school and on leave to attend another school
E	Suspended or permanently excluded without alternative provision
G	Family holiday (not agreed)
I	Illness (Authorised absence)
J1	Leave of absence- Interview for employment or admission to another educational institution
K	Attending alternative provision arranged by the Local Authority, Alternate Provision
L	Late (before register closes) Pupil absent when register is taken but arrived before the register is closed
M	Leave of absence for attending a Medical/ dental appointment
N	No reason yet provided for absence. Whereabouts not known
O	Absent in other or unknown circumstances
P	Participating in sporting activity. This must take place during the session it is recorded
Q	Unable to attend lack of access arrangement
R	Religious observance
S	Study leave for public examination. To be agreed with parent or Carer in advance
T	Travelling with parent for occupational purposes in the course of their trade or business
U	Late (after register closes)
V	Attending educational trip or visit
W	Attending work experience
X	Not required to attend- Non-compulsory school age children
Y1	Unable to attend – Normal transport not available
Y2	Unable to attend – Widespread travel disruption
Y3	Unable to attend – Unavoidable partial school closure
Y4	Unavoidable full school closure
Y5	Unable to attend – Criminal Justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure (e.g. school holiday, INSET days)

Use of the Q Code

The Q code can only be used when a child is unable to attend because the local authority is responsible for arranging school transport and this has not yet been set up. Where local authority transport has been set up but fails (e.g. taxis does not arrive or the bus breaks down), the Y code must be used.