|  |  |
| --- | --- |
| **Code** | **Description:** |
| **Code / \:** | **Present at the school / = morning session \ = afternoon session**  This code is classified for statistical purposes as attending.  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, they will still be counted as attending for statistical purposes. |
| **Code L:** | **Late arrival before the register is closed.**  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.  This code is classified for statistical purposes as attending |
| **Code K:** | **Attending education provision arranged by the local authority.**  The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.  This code is classified for statistical purposes as attending an approved educational activity |
| **Code V:** | **Attending an educational visit or trip**  This code is classified for statistical purposes as attending an approved educational activity |
| **Code P:** | **Participating in a sporting activity**  This code is classified for statistical purposes as attending an approved educational activity |
| **Code W:** | **Attending work experience**  This code is classified for statistical purposes as attending an approved educational activity. |
| **Code 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.  This code is classified for statistical purposes as attending an approved educational activity. |
| **Code D:** | **Dual registered at another school**  The law allows a pupil to be 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.  This code is classified for statistical purposes as not a possible attendance to avoid double counting. |
| **Code C1:** | **Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.**  This code is classified for statistical purposes as authorised absence. |
| **Code M:** | **Leave of absence for the purpose of attending a medical or dental appointment.**  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.  This code is classified for statistical purposes as authorised absence. |
| **Code J1:** | **Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution**  This code is classified for statistical purposes as authorised absence. |
| **Code S:** | **Leave of absence for the purpose of studying for a public examination**  This code is classified for statistical purposes as authorised absence. |
| **Code X:** | **Non-compulsory school age pupil not required to attend school.**  This code is classified for statistical purposes as not a possible attendance |
| **Code C2:** | **Leave of absence for a compulsory school age pupil subject to a part-time timetable**  In very exceptional circumstances, where it is in a pupil’s best interests, schools can 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. |
| **Code C:** | **Leave of absence for exceptional circumstances**  A leave of absence in term time should only be agree in Exceptional circumstances.  Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.  This code is classified for statistical purposes as authorised absence |
| **Code T:** | **Parent travelling for occupational purposes.**  The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them.  If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.  For statistical purposes this is counted as authorised absence |
| **Code R:** | **Religious observance**  This code is classified for statistical purposes as authorised absence. |
| **Code I:** | **Illness – Physical and Mental** (not medical or dental appointment)  Schools are not expected to routinely request that parents provide medical evidence to support illness absences.  Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence. |
| **Code E:** | **Suspended or permanently excluded and no alternative provision made.**  This code is classified for statistical purposes as authorised absence. |
| **Code Q:** | **Unable to attend the school because of a lack of access arrangements.**  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y1:** | **Unable to attend due to transport normally provided not being available.**  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y2:** | **Unable to attend due to widespread disruption to travel** (caused by a local, national, or international emergency).  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y3:** | **Unable to attend due to part of the school premises being closed**.  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y4:** | **Unable to attend due to the whole school site being unexpectedly closed.**  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y5:** | **Unable to attend as pupil is in criminal justice detention.**  This code is classified for statistical purposes as not a possible attendance. |
| **Code Y6:** | **Unable to attend in accordance with public health guidance or law** |
| **Code Y7:** | **Unable to attend because of any other unavoidable cause.**  This code is classified for statistical purposes as not a possible attendance. |
| **Code G:** | **Holiday not granted by the school.**  This code is classified for statistical purposes as unauthorised absence |
| **Code N** | **Reason for absence not yet established.**  This code is classified for statistical purposes as unauthorised absence. |
| **Code 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.  This code is classified for statistical purposes as unauthorised absence |
| **Code U:** | **Arrived in school after registration closed.**  This code is classified for statistical purposes as unauthorised absence. |
| **Code 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.  This code is not collected for statistical purposes. |
| **Code #:** | **Planned whole school closure.**  This code is not collected for statistical purpose |