

Attendance and absence codes (from 19th August 2024)



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/	Present AM
\	Present PM
B	Attending other approved educational activity (not sporting or work experience). See * and **. See note *** re remote education
C1	Leave of absence for the purpose of participating in a regulated performance or regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable .
C	Leave of absence for exceptional circumstances
D	Dual registered at another school and attending the other school for that session. (Not classed as a possible attendance)
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by school.
I	Illness (not medical or dental appointments).
J1	Absence to attend an interview for employment or for admission to another educational institution.
K	Attending education provision arranged by the Local Authority but not at a school they are registered at. See **
L	Late (before reg closed)
M	Medical or dental appointments
N	Reason for absence not yet established. See ****
O	Absent in other or unknown circumstances.
P	Approved sporting activity. See *
Q	Unable to attend school because of unavoidable cause – Local Authority has not met duty under regulation 10(12) or (13) to make access arrangements.
R	Religious observance
S	Study leave for a public exam
T	Parent travelling for occupational purposes. NB definition of pupil's this applies to.
U	Arrived in school after registration closes.
V	Educational visit – attending an educational trip or visit arranged by or on behalf of the school and supervised by a member of school staff.
W	Work experience. See *
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available.
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency.
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use.
Y4	Whole school site unexpectedly closed
Y5	Unable to attend because pupil is subject to a sentence of detention.
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause. See **
X	Non-compulsory school age pupil not required to attend school
Z	Prospective pupil not on admission register
#	Planned whole school closure

* Not taking place at school, not arranged by the LA, educational in nature, school has approved attendance, school satisfied the activity is supervised by appropriate person.

** School must record the nature of the activity eg. Taster day at another school (code B) Medical Needs tuition (Code K) or the nature of the unavoidable cause (code Y7).

*** Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate code. Schools should keep a record of, and monitor pupil's engagement but this is not formally tracked in the attendance register.

**** Every effort should be made to establish the reason for absence. Another code must be entered after 5 days. If no reason can be established, then Code O should be entered.

Got a Question? We can help with all things attendance.
Get in touch at cepenaltynotices@cheshireeast.gov.uk