

Attendance & Absence Codes:

Below are the codes used for recording absence on our school registration system together with the meaning with regards to authorised/unauthorised absence. It should be made clear that any absence, whether authorised or not authorised will affect your child's percentage of attendance and the overall school percentage.

To clarify: if your child is absent from school for any reason, authorised or unauthorised, it will affect their attendance percentage.

Code	School Meaning	Statistical Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Attending any other approved educational activity (not Dual Reg.)	Approved Educational Activity
C C1 C2	Other Authorised Circumstances Leave of absence for the purpose of participating in a regulated performance Leave of absence for compulsory school age student subject to a part-time timetable	Authorised Absence
D	Dual Registration (attending other educational establishment)	Approved Educational Activity
E	Suspended or Permanently excluded (no alternative provision made)	Authorised Absence
G	Family Holiday (not agreed or days in excess)	Unauthorised Absence
H	Annual Family Holiday (agreed)	Authorised Absence
I	Illness (not med/dental appointments)	Authorised Absence

Code	School Meaning	Statistical Meaning
J1	Interview	Approved Educational Activity
K	Attending education provision arranged by the Local Authority (LA)	Authorised Absence
L	Late (before reg closed)	Present
M	Medical / Dental appointments	Authorised Absence
N	No Reason Yet Provided For Absence	Unauthorised Absence
O	Unauthorised Absence or unknown circumstances (not covered by other code)	Unauthorised Absence
P	Approved Sporting Activity	Approved Educational Activity
Q	Unable to attend the school because of a lack of access arrangements	Authorised Absence
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Parent Travelling for Occupational Purposes	Authorised Absence
Code	School Meaning	Statistical Meaning

U	Late (after registers closed at 8.45am)	Unauthorised Absence
V	Educational Visit or Trip	Educational visit or trip
W	Work Experience	Approved Educational Activity
X	Non-compulsory school age student not required to attend school	Attendance not required
Y1	Enforced Closures; Unable to attend due to transport normally provided not being available	Attendance not required
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to whole school premises being unexpectedly closed	
Y5	Unable to attend as student is in criminal justice detention	
Y6	Unable to attend in accordance with public health guidance or law (national health issue e.g. COVID)	
Y7	Unable to attend because of other unavoidable cause	
Z	Prospective student not on admission register	Attendance not required
#	Planned whole school closure	Attendance not required

These codes are issued in accordance with DCSF Guidance and Swindon Borough Council