



# Chesswood Junior School

## Attendance Code Guidance



<b>1.</b>	<b>DFE ATTENDANCE REFERENCE .....</b>	<b>2</b>
<b>2.</b>	<b>ATTENDANCE CODES .....</b>	<b>2</b>
<b>3.</b>	<b>PRESENT AT SCHOOL .....</b>	<b>3</b>
	Code L: Late arrival before the register has closed .....	3
	Present at an Approved Off-Site Educational Activity .....	3
<b>3.1.</b>	<b>ATTENDANCE CODES FOR WHEN PUPILS ARE PRESENT AT APPROVED OFF-SITE EDUCATIONAL ACTIVITY ARE AS FOLLOWS: ...</b>	<b>3</b>
	Code B: Off-site educational activity .....	3
	Code D: Dual Registered - at another educational establishment .....	3
	Code J: At an interview with prospective employers, or another educational establishment .....	4
	Code P: Participating in a supervised sporting activity .....	4
	Code V: Educational visit or trip .....	4
	Code W: Work experience .....	4
<b>3.2.</b>	<b>AUTHORISED ABSENCE FROM SCHOOL .....</b>	<b>4</b>
	Code C: Leave of absence authorised by the school .....	4
	Code E: Excluded but no alternative provision made .....	4
	Code H: Holiday authorised by the school .....	5
	Code I: Illness (not medical or dental appointments) .....	5
	Code M: Medical or dental appointments .....	5
	Code R: Religious observance .....	5
	Code S: Study leave .....	5
	Code T: Gypsy, Roma and Traveller absence .....	5
<b>3.3.</b>	<b>UNAUTHORISED ABSENCE FROM SCHOOL .....</b>	<b>6</b>
	Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher .....	6
	Code N: Reason for absence not yet provided .....	6
	Code O: Absent from school without authorisation .....	6
	Code U: Arrived in school after registration closed .....	6
<b>3.4.</b>	<b>ADMINISTRATIVE CODES .....</b>	<b>6</b>
	Code X: Not required to be in school .....	6
	Code Y: Unable to attend due to exceptional circumstances .....	6
	Code Z: Pupil not on admission register .....	7
	Code #: Planned whole or partial school closure .....	7
	Code X: Covid Addendum .....	7



# Chesswood Junior School

## Attendance Code Guidance



### 1. DFE Attendance Reference

<https://www.gov.uk/government/publications/school-attendance>

### 2. Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

<b>Codes</b>	<b>Description</b>	<b>Meaning</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Education off site (no Dual reg)	Approval Education Activity
C	Other authorised circumstances	Authorised Absence
D	Dual registration	Approved Education Activity
E	Excluded	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (not agreed)	Unauthorised Absence
H	Family holiday (agreed)	Authorised Absence
I	Illness	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised Abs	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
#	School closed to pupils & staff	Attendance not required
Y	Enforced closure	Attendance not required
X	Non-compulsory school age absence	Attendance not required
Z	Pupil not on roll	Attendance not required
-	All should attend/No mark recorded	No mark



## Chesswood Junior School

### Attendance Code Guidance



### 3. Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

#### ***Code L: Late arrival before the register has closed***

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

#### ***Present at an Approved Off-Site Educational Activity***

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

#### ***3.1. Attendance codes for when pupils are present at approved off-site educational activity are as follows:***

##### ***Code B: Off-site educational activity***

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of 10 any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

##### ***Code D: Dual Registered - at another educational establishment***

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled 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. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the



## Chesswood Junior School

### Attendance Code Guidance



pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

#### ***Code J: At an interview with prospective employers, or another educational establishment***

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

#### ***Code P: Participating in a supervised sporting activity***

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

#### ***Code V: Educational visit or trip***

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

#### ***Code W: Work experience***

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

### ***3.2. Authorised Absence from School***

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

#### ***Code C: Leave of absence authorised by the school***

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

#### ***Code E: Excluded but no alternative provision made***

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion.

Where alternative provision is made they should be marked using the appropriate attendance code.



## Chesswood Junior School

### Attendance Code Guidance



#### ***Code H: Holiday authorised by the school***

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

#### ***Code I: Illness (not medical or dental appointments)***

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

#### ***Code M: Medical or dental appointments***

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

#### ***Code R: Religious observance***

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

#### ***Code S: Study leave***

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

#### ***Code T: Gypsy, Roma and Traveller absence***

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that



## Chesswood Junior School

### Attendance Code Guidance



school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **3.3. Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

***Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.***

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

***Code N: Reason for absence not yet provided***

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended.

This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

***Code O: Absent from school without authorisation***

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

***Code U: Arrived in school after registration closed***

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

### **3.4. Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

***Code X: Not required to be in school***

This code is used to record sessions that non-compulsory school age children are not expected to attend.

***Code Y: Unable to attend due to exceptional circumstances***

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or



## Chesswood Junior School

### Attendance Code Guidance



- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

#### ***Code Z: Pupil not on admission register***

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

#### ***Code #: Planned whole or partial school closure***

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

#### ***Code X: Covid Addendum***

Not attending in circumstances relating to coronavirus (COVID-19) For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum:

<https://www.gov.uk/government/publications/school-attendance> for further information, including advice on the application of code X .

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census) This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care<sup>12</sup> or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).