



The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Pupil is participating in a regulated performance where a license is in place
C2	Authorised leave of absence	Temporary part-time timetable to meet the needs of the pupil
E	Excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
I	Illness, not medical or dental	School has been notified that a pupil will be absent due to illness



M	Medical/dental appointment	Pupil is at a medical or dental appointment; evidence will be asked for
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling for occupational purposes, and the pupil has attended for at least 200 sessions in the proceeding 12 months
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after 5 days)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Authorised absence	Unable to attend due to transport normally provided by the LA not being available
Y2	Authorised absence	Unable to attend due to widespread disruption to travel
Y3	Authorised absence	Unable to attend due to part of the school premises being closed, e.g. teacher strikes/damage to building etc.



Y4	Authorised absence	Unable to attend due to whole school site being closed, e.g. extreme weather, damage, no hot water or heating etc.
Y5	Authorised absence	Unable to attend as pupil is in criminal justice detention
Y6	Authorised absence	Unable to attend in accordance with public health guidance or law. Contrary to or inhibited by any guidance relating to the incidence or transmission of infection or disease
Y7	Authorised absence	Unable to attend because of an emergency situation only e.g. emergency care due to domestic incident and being moved to another area
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure known in advance	Whole or partial school closure due to half-term/bank holiday/INSET day