

Appendix 5 - DfE Attendance Codes

Key changes that have been made from August 19th, 2024, onwards:

Code	Definition	Scenario
/	Student present AM	Student is present at morning registration
\	Student present PM	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B (changed and now – must be recorded)	Attending any other approved educational activity (Not Sporting Activity OR Works Experience)	Examples of nature of activity <ul style="list-style-type: none"> • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
P	Sporting Activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work Experience	Student is on a work experience placement

Authorised absence codes:

Code	Definition	Scenario
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances. Old codes of H, Y and J will now be C coded.
C1	Leave of Absence	Leave of Absence for the purpose of participating in a regulated performance (Or employment paid or unpaid, Continue to use W for Works Experience)
C2	Leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable

E	Excluded	Student has been excluded but no alternative provision has been made
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious Observance	Student is taking part in a day of religious observance
S	Study leave	Year 11/13 student is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
J1	Approved Educational Activity	Student has an educational activity

Unauthorised absence codes:

Code	Definition	Scenario
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day/COVID 19

Other new codes:

Code	Definition	Scenario
K	Attending education provision arranged by the Local Authority (its set-in place by the LA and not the school)	Examples of natures of provision <ul style="list-style-type: none"> • 1) Attending courses at college • 2) Attending unregistered alternative provision such as home tutoring
Q	Unable to attend the school because of access arrangements. (use this code where the LA has failed to arrange transport for the student, Y1 is used if the organised transport is not available)	
Y1	Unable to attend due to transport normally provided not being available	
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 being closed	
Y5	Unable to attend due as pupil is in criminal justice detention	
Y6	Absent in accordance with public health guidance or Law	
Y7	Unable to attend because of other unavoidable Cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.

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.

Summary of the code changes from 19th August 2024

Inactive Codes

H, Y and J. If any service children require Holidays in term time than schools should use the code **C**. The **J** code has been replaced by a new code **J1** and has changed from and Approved Educational Activity to Authorised Absence.

Other new Codes

K Attending education provision arranged by the Local Authority
(its set in place by the LA and not the school)

Q Unable to attend the school because of access arrangements.
(use this code where the LA has failed to arrange transport for the student, Y1 is used if the organised transport is not available)

Y1 Unable to attend due to transport normally provided not being available

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 being closed

Y5 Unable to attend due as pupil is in criminal justice detention

Y6 Absent in accordance with public health guidance or Law

Y7 Unable to attend because of other unavoidable Cause

C Leave of Absence for exceptional circumstance (Guidance changed for this Code)

C1 Leave of Absence for the purpose of participating in a regulated performance (Or employment paid or unpaid, Continue to use W for Works Experience)

C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

Codes where schools MUST record nature of activity

B Attending any other approved educational activity
(Not Sporting Activity OR Works Experience)

Examples of nature of activity

- 1) Attending taster days at college
- 2) Attending courses at college
- 3) Attending unregistered alternative provision arranged by the school

K Attending education provision arranged by the Local Authority
(A pupil attending a provision arranged by the school should use the code P or B)
Examples of natures of provision

- 1) Attending courses at college
- 2) Attending unregistered alternative provision such as home tutoring

Y7 Unable to attend because of any other unavoidable cause

The DfE has not given any examples for the nature of the unavoidable cause

From the working together document

377. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

388. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.