**School Attendance Codes 2024**

**Background**

The law requires that all schools including independent schools have an admission register and, except for schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register. A school who fails to comply with these regulations is guilty of an offence and can be fined. The DfE are collating all Attendance Data. Data and Benchmarking can take place through your VYED portal.

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| **Present Codes** | |
| / \ | present during registration |
| B | educated off site and taster days and do not fit K, V, P or W codes |
| K | attending provision arranged by the local authority |
| L | arrived after the register has started but before it has closed |
| P | Sporting activity with prior agreement from school |
| V | educational visit or trip |
| W | work experience |
| **Absent Codes** | |
| **Authorised Absences** | |
| C | exceptional circumstances |
| C1 | in a regulated performance/undertaking regulated employment abroad |
| C2 | absent due to part-time timetable |
| D | dual registered |
| E | suspended or permanently excluded |
| I | illness (not medical or dental appointments) |
| J1 | job/school/college interview |
| M | medical or dental appointment |
| Q | unable to attend because of a lack of access arrangements |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) |
| S | study leave |
| T | parent travelling for occupational purposes |
| X | non-compulsory school age pupil not required to attend school |
| Y1 | unable to attend due to transport provided not being available |
| Y2 | unable to attend due to widespread transport disruption |
| Y3 | unable to attend due to part of the school premises being closed |
| Y4 | unable to attend due to whole school closure |
| Y5 | unable to attend as pupil is in criminal justice detention |
| Y6 | unable to attend in accordance with public health guidance or law |
| Y7 | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |
| **Unauthorised Absence** | |
| G | holiday (not agreed) |
| N | reason for absence not yet established (must be corrected within 5 days) |
| O | absent in other or unknown circumstances |
| U | late after register has closed |
| Z | pupil not yet on register |
| # | planned whole school closure (eg holidays, insets and polling station days) |

**Why it Matters.**

A school register is a legal document that must be kept for by law. A school’s attendance records are important for effective attendance management. They also provide evidence in the event of prosecution of parents under the Education Act 1996, or if seeking an; Attendance Contract, Fixed Penalty Notice, Education Supervision Order, Parenting Order or Attendance Prosecution.

**Please Note: Further explanation of the use of the different codes can be found on page 76 onwards of the** [**Working Together to Improve School Attendance**](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance__applies_from_19_August_2024_.pdf)