

September 2024 Attendance Codes

The updated attendance codes, introduced by the Department for Education (DfE) in England, are designed to give schools clearer insights into the reasons for student absences. These new codes help to distinguish between authorised and unauthorised absences and improve tracking. Below is a summary of the key attendance codes:

Commonly Used Codes:

- **/ \ (Present AM/PM):** Indicates that your child is present for morning or afternoon sessions.
- **L (Late):** Your child arrives late to school but before the register closes. *
- **U (Late after register closes):** Your child arrives after the register has closed*, resulting in an unauthorised absence for the session (half a day).

Authorised Absence Codes:

- **I (Illness):** Used when your child is absent due to illness. Medical evidence may be requested if absences become frequent. Please see our attendance policy for further details.
- **M (Medical/Dental appointments):** For appointments during school hours, though parents are encouraged to schedule these outside school hours when possible.
- **C (Authorised Leave):** Used when the school authorises a leave of absence for exceptional circumstances for your child.
- **H (Family Holiday - Agreed):** When the school has authorised a family holiday in advance, though this is extremely rare and highly discouraged. Please see our attendance policy for further details.
- **R (Religious Observance):** For absences due to participation in religious observances.
- **E (Excluded):** Indicates your child has been excluded but remains on the school roll.

Unauthorised Absence Codes:

- **O (Absent without authorization):** For an unauthorised absence where no valid reason has been provided.
- **G (Family Holiday - Not Agreed):** When a family holiday is taken without the school's authorisation.

Please note: the above absence codes all have an impact on your child's attendance, even authorised absences.

New and Updated Codes:

- **Y (Exceptional circumstances or school closure):** Used when the student is unable to attend due to reasons beyond their control, such as extreme weather or public health emergencies.
- **T (Gypsy, Roma, and Traveller absence):** Used to record when children from these communities are travelling for work-related purposes with their families.