

Attendance and Absence Codes from school year 2024-2025 (new codes shown in green)

New Guidance - Chapter 8	Code	Description	Statistical Meaning	Legislation Explanation
Attending the School	/	Present at school - Morning Session.	Attending	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.
	\	Present at school - Afternoon Session.	Attending	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.
	L	Late arrival before the register is closed.	Attending	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.
Attending a place other than the school	K	Attending education provision arranged by the local authority. (Schools must also record the nature of the educational activity).	Attending approved education activity	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.
	V	Attending an educational visit or trip.	Attending approved education activity	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.
	P	Participating in a sporting activity.	Attending approved education activity	The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.
	W	Attending work experience.	Attending approved education activity	The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.
	B	Attending any other approved educational activity. (Schools must also record the nature of the educational activity).	Attending approved education activity	The pupil is attending a place for any other approved educational activity within paragraph (11).
	D	Dual registered at another school	Not counted as a possible session	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.
Absent - Leave of Absence	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
	M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	The pupil is absent with leave for the purpose of attending a medical or dental appointment.
	J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution.	Authorised absence	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.
	S	Leave of absence for the purpose of studying for a public examination.	Authorised absence	The pupil is absent with leave for the purpose of studying for a public examination.
	X	Non -compulsory school age pupil not required to attend.	Not counted as a possible session	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.
	C2	Leave of absence for compulsory school age pupil subject to a part-time timetable.	Authorised absence	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.
	C	Leave of absence for exceptional circumstances	Authorised absence	The pupil is absent with leave for any other purpose.
Absent - other authorised reasons	T	Parent travelling for occupational purposes	Authorised absence	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.
	R	Religious observance	Authorised absence	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.
	I	Illness	Authorised absence	The pupil is unable to attend because of sickness.
	E	Suspended or permanently excluded and no alternative provision made	Authorised absence	The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education
Absent - unable to attend school because of unavoidable cause	Q	Unable to attend the school because of lack of access arrangements	Not counted as a possible session	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).
	Y1	Unable to attend due to transport normally provided not being available	Not counted as a possible session	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.
	Y2	Unable to attend due to widespread disruption to travel	Not counted as a possible session	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.
	Y3	Unable to attend due to part of the school premises being closed	Not counted as a possible session	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practically be accommodated in those parts of the premises that remain in use.
	Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted as a possible session	If a school session is cancelled, the proprietor must ensure that that fact is recorded in the attendance register by entering the code Y4 as if it were a record of each pupil's attendance at the time when the session was due to take place.
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted as a possible session	The pupil is unable to attend because they are in criminal justice detention within paragraph (14).
	Y6	Unable to attend in accordance with public health guidance or law	Not counted as a possible session	The pupil's travel to or attendance at the school would be – (a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.
	Y7	Unable to attend because of any unavoidable cause. (Schools must also record the nature of the unavoidable cause).	Not counted as a possible session	The pupil is unable to attend because of any other unavoidable cause
Absent - unauthorised absence	G	Holiday not granted by the school	Unauthorised absence	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).
	N	Reason for absence not yet established	Unauthorised absence	The circumstances of the pupil's absence have not yet been established.
	O	Absent in other or unknown circumstances	Unauthorised absence	None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b).
	U	Arrived in school after registration closed	Unauthorised absence	Pupil is absent at registration but arrived later.
Administrative codes	Z	Pupil's name entered in advance of start date	N/A	
	#	Planned whole school closure - no session to take place	N/A	