

Attendance and absence codes for schools

This statutory guidance applies from 19th August 2024 and can be found in more detail in the [‘Working together to improve school attendance’](#) document available at [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#).

This downloadable and printable guide has been produced to help school office administrators and attendance officers quickly identify which code to use when completing the school register.

Attendance Code	Description
/	Present in school – morning session.
\	Present in school – afternoon session.
L	Late arrival before the register has closed.
U	Late arrival after the register has closed.
N	Absent from school – reason not established yet.
K	Attending education provision arranged by the local authority.
V	Attending an educational visit or trip
P	Participating in a sporting activity – this code is for an approved educational sporting activity.
W	Attending work experience.
B	Attending any other approved educational activity e.g. taster days at other schools, attending an unregistered alternative provision arranged by the school.
D	Dual registered at another school. This code indicates that the pupil is absent with leave to attend the other school. They must be registered at the other school. E.g. A pupil referral unit, hospital school or special school temporarily.
C	Leave of absence for exceptional circumstances – a holiday or an absence for other leisure and recreation activities would not generally constitute an exceptional circumstance.
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable.
M	Leave of absence for the purpose of attending a medical or dental appointment.
J1	Leave of absence 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.
X	Non-compulsory school age pupil not required to attend school.

Attendance Code	Description
T	Parent travelling for occupational purposes.
R	Religious observance.
I	Illness (not medical or dental appointment) - both physical and mental health related.
E	Suspended or permanently excluded and no alternative provision made.
Q	Unable to attend the school because of a lack of access arrangements – the pupil is unable to attend the school because a local authority has a duty to make access arrangements to enable the pupil's attendance at school and has failed to do so.
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to 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.
Y4	Unable to attend due to the whole school site being unexpectedly closed e.g. adverse weather.
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 because of any other unavoidable cause - This code should be used only where something in an emergency has prevented the pupil from attending the session in question. It must affect the pupil not the parent.
G	Holiday not granted by the school.
O	Absent in other or unknown circumstances.
Z	Prospective pupil not on admission register.
#	Planned whole school closure e.g. days between terms, half term, bank holidays, weekends, INSET.

*Definitions have been taken from the DfE statutory guidance.