

CODE	DESCRIPTION	CODE	DESCRIPTION
/\	Present: / = (AM): \ =(PM)	X	Only staff should attend
A*	Artistic Endeavour	Y*	Exceptional Closure
B*	Bereavement	#	Holiday for all
C	Suspended	!	No attendance required
D	No reason provided for absence	1	Community Providers / EOTAS (organised by the EA)
F*	Family Holiday (agreed)	2	Exceptional Teaching Arrangement / hospital
G*	Family Holiday (not agreed)	3	Elective Home Education
H*	Other Absence	4	Pupil Referral Unit
I	Illness (not medical or dental appointments)	5	Another mainstream school (under Entitlement Framework – EF)
J*	Extended Leave	6	Training Organisation (under EF)
L*	Late (before registration closed)	7	FE College (under EF)
M*	Medical / Dental Appointments	8	Intensive Support Learning Unit
N	No reason yet provided for absence (temporary code only)	9	CAMHS / Mental Health Support
O*	Other Exceptional Circumstances	COVID-19 SPECIFIC CODES - Please refer to DE circular 2023/11	
P*	Approved Activity	(COVID-19 Illness Confirmed – must be used in situations where a pupil has tested positive for Covid-19.
R*	Religious Observance)	COVID-19 Illness Suspected / Unconfirmed – to be used in situations where a pupil may be Covid-19 positive but this is unconfirmed.
S*	Study Leave	{	COVID-19 Self-Isolating – Vulnerable Pupil or Household member Pupil chooses not to attend school due to own underlying health conditions or due to health conditions of other family members". If a pupil is sick, they should be recorded as such.
U*	Late (after registration closed)	}	COVID-19 Self-Isolating - No evidence of learning from home Pupil required to self-isolate but not learning from home / evidence not provided.
V*	Educational Visit / Examination	[COVID-19 Self-Isolating & Learning from Home Pupil required to self-isolate and learning from home" – does not discount from attendance record.
W*	Work Experience]	COVID-19 Learning from Home - Social Distancing Pupils are not required to attend physically at school due to social distancing rules, imposed by DE or school. E.g. pupils required to attend on certain days or for a certain number of hours per day. This decision must be informed by health professional advice.
COLOUR CODE			
	Present / Approved Educational Activity /		
	Authorised Absence		
	Unauthorised Absence		
	Attendance not required		

