

| Summary of Attendance Codes on current C2K system (Updated August 2024) |  |      |  |
|---|--|------|--|
| 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) – Do not use                     | 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                          |      | <b>COVID-19 SPECIFIC CODES – SHOULD NO LONGER BE USED</b>  |
| P*  | Approved Activity  | (    | <b>COVID-19 Illness Confirmed</b><br>– must be used in situations where a pupil has tested positive for Covid-19.  |
| R*  | Religious Observance                                     | )    | <b>COVID-19 Illness Suspected / Unconfirmed</b><br>– to be used in situations where a pupil may be Covid-19 positive but this is unconfirmed.  |
| S*  | Study Leave  | {    | <b>COVID-19 Self-Isolating – Vulnerable Pupil or Household member</b><br>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)                         | }    | <b>COVID-19 Self-Isolating - No evidence of learning from home</b><br>Pupil required to self-isolate but not learning from home / evidence not provided.   |
| V*  | Educational Visit / Examination                          | [    | <b>COVID-19 Self-Isolating &amp; Learning from Home</b><br>Pupil required to self-isolate and learning from home” – does not discount from attendance record.  |
| W*  | Work Experience  | ]    | <b>COVID-19 Learning from Home - Social Distancing</b><br>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. |
| Absence Category Colour Code  |  |      |  |
|   | Present / Approved Educational Activity                  |      | Authorised Absence   |
|   |  |      | Unauthorised Absence   |
|   |  |      | Attendance not required  |

