

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> – must be used in situations where a pupil has tested positive for Covid-19.
R*	Religious Observance	)	<b>COVID-19 Illness Suspected / Unconfirmed</b> – 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> 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> 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> 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> 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

