



Havering
LONDON BOROUGH

***School Attendance Coding 2024/2025
for all
Havering Schools, Academies including
Alternative Provisions, Independent and
Free Schools***

***This document reflects the Local Authorities responsibility for
safeguarding and promoting the welfare of children and their
educational attainment and achievement***

**Issue Date: 19 August 2024
Review Date: 01 July 2025**

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Version Control

| Changes | Page |
|--|-----------|
| 2024/2025 – In compliance with the DfE Working Together to Improve Attendance Statutory Guidance (August 2024) | Version 1 |

1. Introduction

This document must be read in conjunction with the new DfE Working Together to Improve School Attendance Statutory Guidance which applies from 19 August 2024.

It sets out the statutory legal coding requirements that all education establishments must use when recording pupil’s attendance.

All schools, must keep an attendance register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Regulation 10 sets out the contents of the attendance register. The attendance register must be kept electronically to aid accuracy and reduce the burden of information sharing along with strengthening the safeguarding of school aged children.

- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/131111/working-together-to-improve-school-attendance-19-august-2024.pdf)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/made)

The below guidance is to support remote education if required.

- https://assets.publishing.service.gov.uk/media/662a6aefe8c75df17da7e593/Providing_remote_education_non-statutory_guidance_for_schools.pdf

2. Purpose and Principals of the Attendance Coding

Schools have responsibilities for the safeguarding and welfare of pupils attending their school and an approved educational activity. Schools will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the providers notify the school of any absence by the pupil. The school must record the pupil’s absence using the relevant absence code.

3. Attendance Coding

Attending the school

Statistically present

| | |
|----------|---|
| Code / \ | Present at the school / = morning session \ = afternoon session |
| Code L | Late arrival before the register is closed |

Attending a place other than the school

If in attendance statistically present

| | |
|--------|---|
| Code K | Attending education provision arranged by the local authority |
| Code V | Attending an educational visit or trip |
| Code P | Participating in a sporting activity |
| Code W | Attending work experience |
| Code B | Attending any other approved supervised educational activity |
| Code D | Dual registered at another school |

Absent - leave of absence

Statistically not present

| | |
|---------|---|
| Code C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |
| Code M | Leave of absence for the purpose of attending a medical or dental appointment |
| Code J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| Code S | Leave of absence for the purpose of studying for a public examination |
| Code X | Non-compulsory school age pupil not required to attend school |
| Code C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| Code C | Leave of absence for exceptional circumstance |

Absent - other authorised reasons

Statistically not present

| | |
|--------|---|
| Code T | Parent travelling for occupational purposes |
| Code R | Religious observance |
| Code I | Illness (<i>not medical or dental appointment</i>) |
| Code E | Suspended or permanently excluded and no alternative provision made |

Absent - unable to attend school because of unavoidable cause

Statistically not present

| | |
|---------|---|
| Code Q | Unable to attend the school because of a lack of access arrangements |
| Code Y1 | Unable to attend due to transport normally provided not being available |
| Code Y2 | Unable to attend due to widespread disruption to travel |
| Code Y3 | Unable to attend due to part of the school premises being closed |
| Code Y4 | Unable to attend due to the whole school site being unexpectedly closed |
| Code Y5 | Unable to attend as pupil is in criminal justice detention |
| Code Y6 | Unable to attend in accordance with public health guidance or law |
| Code Y7 | Unable to attend because of any other unavoidable cause |

Absent - unauthorised absence

Statistically not present

| | |
|--------|---|
| Code G | Holiday not granted by the school |
| Code N | Reason for absence not yet established |
| Code O | Absent in other or unknown circumstances |
| Code U | Arrived in school after registration closed |

Administrative codes

Not collected

| | |
|--------|---|
| Code Z | Prospective pupil not on admission register |
| Code # | Planned whole school closure |