

Attendance & Absence Codes:

Below are the codes used for recording absence on our school registration system together with the meaning with regards to authorised/unauthorised absence. It should be made clear that any absence, whether authorised or not authorised will affect your child's percentage of attendance and the overall school percentage.

To clarify: if you child is absent from school for any reason, authorised or unauthorised, it will affect their attendance percentage.

Code	School Meaning	Statistical Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not Dual Reg.)	Approved Educational Activity
C	Other Authorised Circumstances	Authorised Absence
D	Dual Registration (attending other educational establishment)	Approved Educational Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended Family Holiday (agreed)	Authorised Absence
G	Family Holiday (not agreed or days in excess)	Unauthorised Absence
H	Annual Family Holiday (agreed)	Authorised Absence

Code	School Meaning	Statistical Meaning
I	Illness (not med/dental appointments)	Authorised Absence
J	Interview	Approved Educational Activity
L	Late (before reg closed)	Present
M	Medical / Dental appointments	Authorised Absence
N	No Reason Yet Provided For Absence	Unauthorised Absence
O	Unauthorised Abs (not covered by other code)	Unauthorised Absence
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational Visit or Trip	Educational visit or trip
W	Work Experience	Approved Educational Activity

Code	School Meaning	Statistical Meaning
X	DfES #. School Closed To Pupils	Attendance not required
Y	Enforced Closure	Attendance not required

These codes are issued in accordance with DCSF Guidance and Swindon Borough Council