



**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  
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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](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 <b>supervised</b> 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