



***School Attendance Coding 2025/2026
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: 01 August 2025
Review Date: 01 July 2026**

Index

1. Introduction	2
2. Purpose and Principals of the Attendance Coding	2
3. Attendance Coding	3

Version Control

Changes	Page
2024/2025 – In compliance with the DfE Working Together to Improve Attendance Statutory Guidance (August 2024)	Version 1
2025/2026 – No Changes	

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 \(applies from 19 August 2024\)*](https://publishing.service.gov.uk)
- [*The School Attendance \(Pupil Registration\) \(England\) Regulations 2024*](https://legislation.gov.uk)

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 educational activity – Pupil must be physically attending and excludes virtual learning)
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 (not medical or dental appointment)
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