



School Attendance Coding

**Havering Schools, Academies, Alternative Provision Settings,
Independent and Free Schools**

2026/2027

Issued: 04 August 2026
Effective Date: 01 September 2026
Review Date: 01 July 2027

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Policy Version Control

Academic Year	Amendment / Policy Changes	Section(s) Updated
2024/2025	Updated in line with the DfE <i>Working Together to Improve School Attendance</i> statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024.	All
2025/2026	No substantive changes.	None
2026/2027	Reviewed in line with the July 2026 update to DfE <i>Working Together to Improve School Attendance</i>. Clarifications incorporated regarding attendance recording, register management and attendance code usage.	All

1. Introduction

This guidance should be read alongside the Department for Education's *Working Together to Improve School Attendance* statutory guidance July 2026 and the School Attendance (Pupil Registration) (England) Regulations 2024. The DfE guidance applies to maintained schools, academies, independent schools and local authorities, and sets out expectations for maintaining high levels of school attendance.

Department for Education (DfE) – Working Together to Improve School Attendance (Statutory Guidance, July 2026 Update)

[Working Together to Improve School Attendance](#)

Summary of Responsibilities for School Attendance (DfE)

[Summary Table of Responsibilities for School Attendance](#)

Schools are required to keep accurate admission and attendance registers and to use the prescribed national attendance and absence codes. Accurate attendance recording is a statutory requirement and is essential to safeguarding children, identifying vulnerability, supporting early intervention and promoting positive educational outcomes.

Attendance should be viewed as a safeguarding, welfare and educational achievement issue. Regular attendance supports attainment, wellbeing and inclusion, while absence can indicate wider concerns, including unmet need, safeguarding risk, disengagement or barriers to learning.

All schools must maintain attendance registers electronically in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. The electronic register supports accuracy, effective monitoring, data sharing and the safeguarding of school-aged children.

School Attendance (Pupil Registration) (England) Regulations 2024

<https://www.legislation.gov.uk/uksi/2024/208/contents>

2. Purpose and Principles of Attendance Coding

The purpose of attendance coding is to ensure that every pupil's attendance, absence or participation in approved educational activity is recorded accurately, consistently and in accordance with statutory requirements.

Correct attendance coding supports:

- statutory compliance;
- safeguarding and welfare monitoring;
- accurate attendance data and statutory returns;
- early identification of pupils at risk of persistent or severe absence;
- consistent practice across schools and education settings;
- effective partnership working between schools, families, the Local Authority and partner agencies.

Schools have responsibility for the safeguarding and welfare of pupils both when they are attending school and when they are participating in an approved educational activity away from the school site. Where a pupil attends off-site provision, including Alternative Provision, schools must be satisfied that appropriate safeguarding arrangements are in place. Schools must ensure that providers notify them promptly of any pupil absence so that the correct attendance or absence code can be recorded. Where a pupil is absent, schools must make appropriate enquiries and use the relevant absence code once the reason is known

Attendance should be managed through a support-first approach. Schools should work with pupils, parents, carers, the Local Authority and partner agencies to understand barriers to attendance and take timely action to improve engagement.

3. Attendance Coding

3.1 Attending the School

Statistically present

Code	Description
/	Present at school during the morning session
\	Present at school during the afternoon session
L	Late arrival before the register has closed

3.2 Attending a Place Other Than the School

Statistically present where the pupil is attending the approved activity

Code	Description
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K	Attending education provision arranged by the Local Authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity. The pupil must be physically attending the activity. This does not include virtual or remote learning.
D	Dual registered at another school

3.3 Absent: Leave of Absence

Statistically not present

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

3.4 Absent: Other Authorised Reasons

Statistically not present

Code	Description
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness, not including medical or dental appointments
E	Suspended or permanently excluded and no alternative provision has been made

3.5 Absent: Unable to Attend Because of Unavoidable Cause

Statistically not present

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

3.6 Absent: Unauthorised Absence

Statistically not present

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

3.7 Administrative Codes

Not collected for statistical purposes

Code	Description
Z	Prospective pupil not yet on the admission register
#	Planned whole school closure

4. Attendance for Pupils in Alternative Provision

Schools retain overall responsibility for the attendance, safeguarding and educational progress of pupils attending Alternative Provision, whether the placement is arranged by the school, academy trust or Local Authority.

Where a pupil is attending Alternative Provision, schools must ensure that:

- the pupil remains on the school roll unless removed in accordance with statutory requirements;
- attendance is monitored daily;
- the Alternative Provision provider reports attendance and absence promptly;
- the correct attendance or absence code is recorded on the school register;
- safeguarding arrangements are clear and robust;
- absence is followed up without delay;
- progress, engagement and outcomes are regularly reviewed.

Where a pupil attends education provision arranged by the Local Authority, **Code K** should normally be used. Where a pupil attends another approved educational activity arranged by the school, **Code B** may be appropriate, provided the pupil is physically attending the activity.

If a pupil is absent from Alternative Provision, the school must record the absence using the relevant absence code according to the reason provided. Schools should not leave absences unresolved and should amend **Code N** once the reason for absence has been established.

Schools should maintain regular contact with the pupil, parent or carer, provider and relevant professionals throughout the placement. Where Alternative Provision is intended as a short-term intervention, a reintegration plan should be developed to support the pupil's successful return to school or transition to another suitable educational placement.

5. Quick Reference Guide to Attendance Codes

Code	Meaning	Statistically Present
/	Present AM	Yes
\	Present PM	Yes
L	Late before register closes	Yes
K	LA-arranged education provision	Yes
V	Educational visit or trip	Yes
P	Sporting activity	Yes
W	Work experience	Yes
B	Other approved educational activity, attended in person	Yes
D	Dual registered at another school	Yes
M	Medical or dental appointment	No
I	Illness	No
C	Exceptional circumstances	No
C1	Regulated performance or employment abroad	No
C2	Part-time timetable for compulsory school age pupil	No
J1	Interview for employment or education	No
S	Study leave for public examination	No
T	Parent travelling for occupational purposes	No
R	Religious observance	No
X	Non-compulsory school age pupil not required to attend	No
E	Suspended or permanently excluded with no provision made	No
Q	Lack of access arrangements	No
Y1	Transport normally provided unavailable	No
Y2	Widespread travel disruption	No
Y3	Part of school premises closed	No
Y4	Whole school site unexpectedly closed	No
Y5	Criminal justice detention	No
Y6	Public health guidance or legal restriction	No
Y7	Other unavoidable cause	No
G	Unauthorised holiday	No
N	Reason not yet established	No
O	Unauthorised absence or unknown circumstances	No
U	Arrived after register closed	No
Z	Prospective pupil not on roll	Not collected
#	Planned whole school closure	Not collected

6. Code C2: Part-Time Timetables

The code C2 should only be used for pupils of compulsory school age who are attending school on a formally agreed part-time timetable. A part-time timetable must be implemented only in exceptional circumstances and as part of a planned, personalised and time-limited intervention designed to support a pupil's individual needs and facilitate their successful return to full-time education.

Part-time timetables must not be used as a long-term arrangement, nor as an alternative to appropriate SEND provision, reasonable adjustments, Alternative Provision, behaviour support or other interventions. Schools remain responsible for ensuring that pupils receive a suitable education and that their welfare and safeguarding needs continue to be met throughout the arrangement.

Ofsted and Local Authority Monitoring

Schools must complete the Local Authority's Part-Time/Reduced Timetable Plan and Notification Form before implementing a reduced timetable. The completed form must be agreed with parents/carers, retained on the pupil's file and made available to the Local Authority or Ofsted on request.

Part-time timetables must have clear objectives, review arrangements, safeguarding measures and a planned pathway back to full-time education. They should be regularly reviewed, time-limited and used only where necessary.

Schools may be required to evidence the rationale for the arrangement, support provided, review records, monitoring arrangements and progress towards reintegration. The Local Authority and Ofsted may scrutinise the use of reduced timetables to ensure they are lawful, appropriately managed and in the child's best interests.

7. Key Expectations for Schools

Schools must ensure that:

- attendance registers are completed accurately and consistently;
- attendance and absence codes are used in accordance with statutory requirements;
- absence is followed up promptly;
- **Code N** is used only temporarily and amended once the reason is known;
- pupils attending off-site provision or Alternative Provision are monitored daily;
- safeguarding concerns linked to absence are identified and escalated;
- persistent and severe absence is monitored and addressed through early support;
- attendance data is regularly reviewed to identify patterns, trends and vulnerable cohorts;
- effective communication is maintained with parents, carers, providers and partner agencies.

Where attendance concerns persist, schools should work with the Local Authority and partner agencies to agree appropriate support, intervention or escalation. Enforcement should only be considered where support has not been successful.