

EMMANUEL COLLEGE

ATTENDANCE CODES 2024-25



Attendance register

We will keep an attendance register and place all students onto this register. We will take our attendance register at the start of the first lesson of each school day and during lesson 6 to meet the statutory obligation; however, we take student attendance at the start of every lesson. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- For students of compulsory school age if the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances
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We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Students must arrive in school by **8.25am** on each school day.

The register for the first session will be taken at **8.25am** and will be kept open until **9.20am**. The register for the second session will be taken at **1.10pm** and will be kept open until **2.30pm**.

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
Present to Registration		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Present at an approved offsite educational activity		
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
K	Local Authority arranged AP	Pupil is attending education provision arranged by the local authority
Authorised absence – Leave of absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
M	Medical/dental appointment	Pupil is at a medical or dental appointment

S	Study leave	Year 11 pupil is on study leave during their public examinations
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Absent – Other authorised reasons		
I	Illness	School has been notified that a pupil will be absent due to illness
E	Excluded	Pupil has been excluded but no alternative provision has been made
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Unable to attend due to unavoidable cause		
Q	Unable to attend due to lack of access arrangements	Pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so.
Y 1-7	Unable to attend due to exceptional circumstances	Y1 – Unable to attend due to transport normally provided not being available. Y2 - Unable to attend due to widespread disruption to travel. Y3 - Unable to attend due to part of the school premises being closed. Y4 - Unable to attend due to whole school being closed.

		Y5 - Unable to attend due as pupil is in criminal justice detention. Y6 - Absent in accordance with public health guidance or Law. Y7 - Unable to attend because of other unavoidable cause.
Administrative codes		
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day