![oneeducation logo]
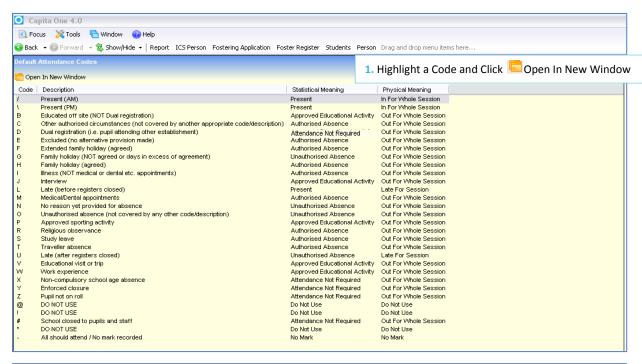
Attendance Code Definition

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Attendance Codes are set by the Department for Education (**DfE**).
Attendance Codes cannot be deleted or new ones created.

The default Attendance Codes are used during analysis for England (locale 1).
For Wales (locale 3), the system will use a set of imported codes from each school and base the analysis on these codes.

1. Highlight a Code and Click 🗋 Open In New Window

Code	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In For Whole Session
\	Present (PM)	Present	In For Whole Session
B	Educated off site (NOT Dual registration)	Approved Educational Activity	Out For Whole Session
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised Absence	Out For Whole Session
D	Dual registration (i.e. pupil attending other establishment)	Attendance Not Required	Out For Whole Session
E	Excluded (no alternative provision made)	Authorised Absence	Out For Whole Session
F	Extended family holiday (agreed)	Authorised Absence	Out For Whole Session
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence	Out For Whole Session
H	Family holiday (agreed)	Authorised Absence	Out For Whole Session
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	Out For Whole Session
J	Interview	Approved Educational Activity	Out For Whole Session
L	Late (before registers closed)	Present	Late For Session
M	Medical/Dental appointments	Authorised Absence	Out For Whole Session
N	No reason yet provided for absence	Unauthorised Absence	Out For Whole Session
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence	Out For Whole Session
P	Approved sporting activity	Approved Educational Activity	Out For Whole Session
R	Religious observance	Authorised Absence	Out For Whole Session
S	Study leave	Authorised Absence	Out For Whole Session
T	Traveller absence	Authorised Absence	Out For Whole Session
U	Late (after registers closed)	Unauthorised Absence	Late For Session
V	Educational visit or trip	Approved Educational Activity	Out For Whole Session
W	Work experience	Approved Educational Activity	Out For Whole Session
X	Non-compulsory school age absence	Attendance Not Required	Out For Whole Session
Y	Enforced closure	Attendance Not Required	Out For Whole Session
Z	Pupil not on roll	Attendance Not Required	Out For Whole Session
@	DO NOT USE	Do Not Use	Do Not Use
!	DO NOT USE	Do Not Use	Do Not Use
#	School closed to pupils and staff	Attendance Not Required	Out For Whole Session
*	DO NOT USE	Do Not Use	Do Not Use
-	All should attend / No mark recorded	No Mark	No Mark

2. Code is mandatory.
Description, **Statistical Meaning** and **Physical Meaning** can all be changed.

Detailed Student level Attendance information is imported via B2B: Student and XML Data Exchange.
Detailed and Summary Student Attendance information is imported via CTF.
Summary level Student Attendance information is imported via School Census.

Related Reference Guides:
- ■ Attendance_Period Definition
- ■ Attendance_Attendance Aggregation
- ■ Attendance_Student Attendance

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Attendance Code Definition

The following symbols/codes are used to indicate Attendance or type of Absence, with Statistical and Physical meanings. The Statistical meaning is used to group Attendance marks for reporting purposes.
The **Code** is read-only. Schools have the ability to change any or all of the **Description**, **Statistical Meaning** or **Physical Meaning** for all Attendance Codes:

Code	Description (School Meaning)	Statistical Meaning	Physical Meaning
-	All should attend / No mark recorded	No mark	No mark
!	DO NOT USE	Do Not Use	Do Not Use
#	School closed to pupils & staff	Attendance not Required	Out for Whole Session
*	DO NOT USE	Do Not Use	Do Not Use
@	DO NOT USE	Do Not Use	Do Not Use
/	Present (AM)	Present	In for Whole Session
\	Present (PM)	Present	In for Whole Session
B	Educated off site (NOT Dual registration)	Approved Educational Activity	Out for Whole Session
C	Other authorised circumstances (not covered by another code/description)	Authorised Absence	Out for Whole Session
D	Dual Registration (i.e. pupil attending other establishment)	Attendance Not Required	Out for Whole Session
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