



Llywodraeth Cymru  
Welsh Government

# Guidance on school attendance codes

## Draft guidance

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# Guidance on school attendance codes

<b>Audience</b>	Schools, local authorities and school governors.
<b>Overview</b>	This document sets out the list of updated attendance codes for use in all schools in Wales.
<b>Action required</b>	For consistent use in recording attendance information across Wales.

**Further information** Enquiries about this document should be directed to:  
Supporting Access to Education  
Equity in Education  
Education, Culture and Welsh Language  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
e-mail: [CMIA.SATE@gov.wales](mailto:CMIA.SATE@gov.wales)

 [@WG\\_Education](#)

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**Additional copies** This document can be accessed from the Welsh Government's website at:  
<https://www.gov.wales/consultations>

**Related documents** [School attendance codes: guidance](#) (2016)

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

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## **Ministerial foreword**

Ensuring that every learner in Wales has the opportunity to attend school regularly is a key priority for the Welsh Government. Accurate recording is essential to understanding patterns of attendance, supporting learners, and improving outcomes.

The Education (Pupil Registration) (Wales) Regulations 2010 set out the framework for how schools record attendance.

The revisions to the attendance codes will ensure they are clear, relevant, and support consistent application across all schools in Wales and ensure that our attendance recording system continues to meet the needs of learners, schools, and communities across Wales.

Lynne Neagle  
Minister for Education and Welsh Language

# **Introduction**

## **Purpose of this document**

The legislative basis for WG collating data on attendance codes is as identified within the Education Act 1996 (sections 537A and 538) together with Schedule 2(16) of the Education (Information about individual pupils) (Wales) Regulations 2007.

The following relevant legislation also provides for the provision of and recording of information:

- Regulation 4 of the 2007 Regulations sets out that information listed in schedule 2 is to be provided by maintained schools to their local authorities.
- Regulation 5 of the 2007 Regulations lists the prescribed persons the information can be provided to.
- Regulation 6 of the Education (pupil registration) (Wales) Regulations 2010 prescribes the contents of the attendance register.

The Welsh Government introduced new attendance codes in 2010 and there has been no revision of the codes since then. Since 2010 there has been a global pandemic which resulted in learners being educated remotely and this pandemic has also had and still has a significant impact upon the subsequent attendance of learners.

There have been ongoing enquiries in relation to the codes and their use from local authorities. As part of the proposed revisions and in response to ongoing enquiries, Welsh Government officials have met with local authority officers to review the existing codes in light of technological developments and delivery models and then propose to consult with partners in schools, local authorities and professional associations to:

- i) consider the deficiencies in the current set of codes and guidance notes;
- ii) produce a revised and comprehensive list of codes; and
- iii) produce accompanying guidance on the codes.

This document sets out the list of proposed codes for use in all schools in Wales.

## **The need for the revision of the present coding system**

Our rationale for revisiting the attendance codes is as follows: -

- i) they have now been in place since 2010
- ii) to respond to reasons for absence following the Covid 19 pandemic
- iii) to provide local authorities and schools with clarity in relation to remote learning and
- iv) to ensure that the Welsh Government position is clarified consistent use in the recording of attendance information across Wales

We will be working with school software suppliers to facilitate the hard coding of the codes into school software packages used to record attendance.

The proposed revision of the codes will also allow greater potential for exploring further the reasons why pupils are absent, improving the safeguarding and tracking of pupils and in turn allow schools and LAs to put in place strategies to deal effectively with specific barriers to attendance.

## Overview of the changes: impact on school attendance figures

The current legislation can be found in [the Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)<sup>1</sup> and the changes that have that are being proposed have been made in line with these regulations and will require no amendments.

The majority of the proposed changes represent a more detailed categorisation of the current codes. There are two proposed changes which will affect the classification of attendance as present or authorised/unauthorised absence. These are that the D code will now signify not being required to attend as opposed to being dual registered (which was an approved educational activity) and the J1 Code (external interview) will now signify an authorised absence as opposed to an approved educational activity.

We have maintained the 5 existing statistical categories which are outlined in the table below: -

Statistical category	Codes in this category
1. present	/\ and L
2. approved education activity	B, P1, P2, V and W
3. authorised absence	C1, C2, C3, C4, C5, F, H, I1, I2, J1, M, S, E, R and T
4. unauthorised absence	N, O, G, U
5. not required to attend	D, X, Y1, Y2, Y3, Y4, Y5, Z and #

The proposed changes to the codes have not affected the following which were requirements as a result of the 2010 changes.: -

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<sup>1</sup>The purpose of the [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) is to ensure that pupils are accurately registered and that schools maintain accurate records of attendance.

- Schools will still be required to put pupils on the admissions register on the first day that they expect the pupil to attend from previous agreement or notification and not when they first attend.
- If a pupil does not return to school following a leave of absence, the school and the local authority are still required to ascertain where that pupil is. If both the school and the local authority fail, after reasonable enquiry, to ascertain where the pupil is, and the failure to return to school exceeds 10 days, the school may delete the pupil's name from the admissions register. Previously, there was no requirement to try and ascertain where the pupil was.
- A school is still able to delete a pupil's name from the admissions register on the ground that the pupil has an unauthorised absence of at least 20 school days; and the school has no reason to believe that the pupil cannot attend due to sickness or other unavoidable cause and both the school and the local authority have failed after reasonable enquiry to ascertain where the pupil is. Previously the period of unauthorised absence was for four weeks rather than 20 school days and there was no requirement that the school had no reason to believe that the pupil could not attend due to sickness or unavoidable cause.
- If a pupil has been detained under a court order of custody lasting at least 4 months and the school does not have reasonable grounds to believe that the pupil will return at the end of that period, the school can still delete the name of the pupil from the register. Previously, a pupil's name could be deleted from the register if he or she had been absent for 4 weeks and had been detained by court order.
- The requirement remains that schools must inform their local authority when a pupil's name is deleted has been extended. The school must inform the local authority as soon as the grounds for deletion are met and before deleting the pupil's name. As well as the previous requirement where parents elect to educate their own children, the requirement now applies to deletions where a pupil has: -
  - ceased to attend the school and no longer lives at a reasonable distance from the school. This does not apply to pupils who are boarders
  - been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school that he intends to continue with his education beyond the compulsory school age
  - been detained in custody for not less than four months, and the school has reasonable grounds to believe that the pupil will not return to the school following his detention or
  - has been permanently excluded from the school
- Where a school register is kept on computer, the school must ensure that it produces a back-up copy of the register, either electronically or on microfiche or in print at least once a month. Previously, the back-up copy had to be in printed format.



## Section 1: Code changes

1. Present; A and L- there are no proposed changes being made to the definition of these codes but the use and additional information in relation to the codes has been revised.
2. Approved educational activity; B, P1, P2, V and W- there are proposed changes here with D (dual registered) now no longer categorised as an approved educational activity and it is proposed to be categorised D as no longer required to attend. Previously both registers had to mirror each other; it is proposed that this is now not the case with the school using Code D on the days that the learner is scheduled to be on role elsewhere and attendance and any absences being recorded by the other school/PRU on the days the learner is scheduled to attend. It is proposed that the P code is subdivided into the following codes: P1 (approved sporting activity) and P2 (approved performing activity). The use and additional information in all the approved educational categories has been revised.
3. Authorised absence: C1, C2, C3, C4, C5, F, H, I1, I2, J, M, S, E, R and T- there are proposed changes here and it is proposed that the C code for authorised absence is subdivided into the following categories, C1 the previous code for authorised absence with the following additional categories; C2 an authorised absence for a paid performance, C3 an authorised absence where a head teacher has agreed to a parental request for their child to be flexi schooled, C4 an authorised absence for a reduced timetable and C5 as a code for remote learning where the learning is being delivered online. It is proposed that the illness code I is also subdivided into I1 and I2, which would allow schools to code for both physical and non-physical illnesses. There is a proposed change to the J Code (external interview) which would now signify an authorised absence as opposed to an approved educational activity. The use and additional information in all these categories has been revised.
4. Unauthorised absence: N, O, G and U- there have been no changes made to the definition of these codes but the use and additional information in relation to the codes has been revised.
5. Not required to attend: D, X, Y1, Y2, Y3, Y4, Y5, Z and # - there are proposed changes here with D (dual registered) proposed to no longer being categorised as an approved educational activity but now categorised as no longer required to attend. It is proposed that Y which previously signified a school closure is subdivided into Y1, Y2, Y3, Y4 and Y5 to enable local authorities and Welsh Government to have a greater understanding of the reasons behind school closures. The use and additional information in all these categories has been revised.

## Section 2: New guidance on the attendance codes Introduction

This guidance will provide assistance to schools (including independent schools) and LAs in the use of codes to record pupil attendance and absence in schools. It relates to attendance at statutory morning and afternoon registration sessions and replaces the technical completion notes for schools which support the primary and secondary school attendance return.

Schools are required to be open to pupils for 190 days in an academic year or 380 sessions (half days) by [the Education \(School Day and School Year\) \(Wales\) Regulations 2003](#)<sup>2</sup> as amended.

The guidance may be used in conjunction with systems to record attendance in “lesson by lesson” systems, but schools may find that they need to record other reasons in this type of system.

However, where such systems are used and the first lesson in the morning or any session in the afternoon after the lunch break is used to substitute for the morning and afternoon registration, then the codes in this guidance note must be used for those sessions.

The guidance should be used in conjunction with the [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#).<sup>3</sup>

The Welsh Government believes that these codes are best used within electronic systems for recording attendance and absence of pupils. Such electronic systems are capable of producing the data necessary for absence returns to the Welsh Government without time consuming counting up of possible attendances and actual absences.

The revision of attendance codes will assist schools, local authorities and Welsh Government in monitoring not only whether pupils are absent with or without the permission of the school, but why pupils are absent from school. They can use this information to formulate interventions to address deteriorating attendance, poor attendance, persistent absence and other issues that the data reveals.

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<sup>2</sup>The purpose of the [Education \(School Day and School Year\) \(Wales\) Regulations 2003](#) is to establish the framework for the structure of school days and school years in Wales. These regulations ensure that schools meet for at least 380 sessions during any school year, which is divided into two sessions with a break in the middle. This structure is designed to provide a minimum number of sessions for students to attend school, ensuring that they receive a full education.

<sup>3</sup>The purpose of the [Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) is to ensure that pupils are accurately registered and that schools maintain accurate records of attendance.

## Key to the revised attendance codes

As outlined previously, the recommended codes are grouped under the following 5 statistical categories:

- present;
- approved educational activity (treated as present);
- authorised absence;
- unauthorised absence;
- not required to attend.

Code	Meaning	Statistical Category
Λ	Present at registration	Present
L	Late but arrived before the register closed	Present
B	Educated off-site (not dual registration)	Approved educational activity
P1	Approved sporting activity	Approved educational activity
P2	Approved Performance	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience (not work based training)	Approved educational activity
C1	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
C2	Absence due to a paid performance	Authorised absence
C3	Pupil who is flexi-schooled	Authorised absence
C4	Pupil who is on a part time timetable	Authorised absence
C5	Pupil in receipt of remote learning	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I1	Physical illness	Authorised absence
I2	Non-physical illness	Authorised absence
J1	External interview	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence

D	Dual registered (pupil attending other educational setting)	Not required to attend
X	Untimetabled sessions for non-compulsory school-age pupils	Not required to attend
Y1	Partial and forced closure due to transport unavailable	Not required to attend
Y2	Partial and forced closure due to widespread travel disruption	Not required to attend
Y3	Partial and forced closure due to part of the school premises out of use	Not required to attend
Y4	Partial and forced closure due to weather	Not required to attend
Y5	Partial and forced closure due to infection/disease related restrictions	Not required to attend
Z	Pupil not on roll yet	Not required to attend
#	School closed to all pupils	Not required to attend

## Codes

[The Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)<sup>4</sup> contents of attendance register 6 (i)

### 1.Statistical category: present

#### 1.1 Registration code: /\

The registration code /\ is used to show that a pupil was present in school during school registration. The code has 2 elements with '/' meaning a pupil was present in morning registration and '\' meaning they were present in the afternoon. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief meaning	Present    /=am and \=pm
Statistical meaning	Present
Legal meaning	Present
Physical meaning	In for whole session

#### Additional information

Pupils should not be marked present if they were not in school during registration. Activities outside the school day should not be recorded as present at registration period for a session during the school day. This would erroneously make it appear that the pupil attended lessons during that session which could have unwanted consequences.

Pupils who are present at facilities or provision in school other than mainstream lessons, such as learning support units and internal exclusion rooms, are recorded in the same way as other pupils, i.e. schools should use the normal codes for present if the pupils are present at registration and the appropriate code for absence if they are absent.

If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

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<sup>4</sup> [The purpose of the Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) is to ensure that pupils are accurately registered and that schools maintain accurate records of attendance.

As outlined in [The Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)<sup>5</sup> The afternoon registration must take place at the start or during the session, not at the end of the previous session or during the break between sessions. For clarity, the afternoon session would be the first session after the last lunch break as opposed to a session which is scheduled for the afternoon (pm) but takes place before the lunch. For health and safety and safeguarding reasons, schools need to be aware of where pupils are, particularly those leaving or arriving on the premises during a session. This might be achieved through a paper system in the school office, such as requiring pupils to sign in and out to record that a pupil has arrived at or left the school premises during the session. Systems such as “lesson monitoring” can also help schools identify pupils who are missing from lessons. Schools should ensure that these paper entries are made into the school’s management system as soon as possible.

Schools may wish to have additional codes in their “lesson monitoring” systems to record where pupils are when they are not in mainstream lessons. This is acceptable but these additional codes cannot be fed into the school census system.

The Welsh Government advises schools should close the register to pupils no later than 30 minutes after the register was taken.

Under [the Education \(School Day and School Year\) \(Wales\) Regulations 2003](#)<sup>6</sup> schools can set different session times for different pupils such as during public examinations.

**For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as through “First Day Response Procedures”**

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<sup>5</sup> [The purpose of the Education \(Pupil Registration\) \(Wales\) Regulations 2010](#) is to ensure that pupils are accurately registered and that schools maintain accurate records of attendance.

<sup>6</sup> [The purpose of the Education \(School Day and School Year\) \(Wales\) Regulations 2003](#) is to establish the framework for the structure of school days and school years in Wales. These regulations ensure that schools meet for at least 380 sessions during any school year, which is divided into two sessions with a break in the middle. This structure is designed to provide a minimum number of sessions for students to attend school, ensuring that they receive a full education.

## 1.2 Registration code: L

The registration code L is used if a pupil arrives after the registration session has started but before the register closes. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Late (before registers closed)
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	Late for session

### Additional information

Regulations outline that the attendance register should be taken at the commencement of each morning session and once during each afternoon session (after the last lunch break as opposed to a session which is scheduled for the afternoon (pm) but takes place before the lunch) and Welsh Government advice is that schools should only keep registers open for a maximum of 30 minutes. The register should then close to pupils 30 minutes after the start of the session.

Schools should actively discourage late arrival and be alert to patterns of late arrival. In exceptional circumstances such as transport difficulties, schools may keep the register open for a longer period. Schools are also able to set different timetables for different groups of learners.

**For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as through “First Day Response Procedures”.**

## 2. Statistical category: Approved Educational Activity

### 2.1 Registration code: B

The registration code B is used where a registered pupil on roll is currently being educated off-site at a supervised activity approved by the school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Educated off site (NOT Dual registration)
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending any other approved educational activity
Physical Meaning	Out for whole session

### Additional information

This code can be used for all pupils, who are present at educational provision arranged by the school which is not taking place in the school. This code cannot be used for remote learning where learning is delivered online. This should be covered by C5 if remote online learning is delivered for learners who cannot attend school-based provision.

Examples of when this code would be used are:

- pupils attending another school as 'guest pupils' (note a pupil who attends another school as part of a regular pattern must be dual registered – see Code D)
- pupils accessing a junior apprenticeship course or attending vocational courses at college
- Pupils attending educational provision arranged by the school, as part of the school's curriculum or as part of the school's broader learning offer (where this is delivered in person and not delivered online) and
- Pupils undertaking work placement as part of the school's curriculum or as part of the school's broader learning offer



- **NB pupils undertaking work experience under section 560 of the Education Act 1996 ([Education Act 1996](#))<sup>7</sup> should be recorded under Code W.**

For educational and safeguarding reasons, schools should ensure that they have in place arrangements whereby any provider delivering provision “off-site” can notify the school on a twice daily basis in line with school’s registration periods of any attendance /absence by individual pupils so that the school can record the pupil attendance or absence using the relevant absence code.

Approved Educational Activity must be supervised by someone approved and quality assured by the school. It must also take place during the session for which the mark is recorded. This code must not be used when pupils are attending provision on the school’s premises. e.g. inclusion provision.

Schools should **not** use the B code for sessions where there is no provision if a pupil has an agreed part-time timetable as part of reintegration or transition. The school are authorising the absence for the sessions that the pupil is not required to be in school and the pupil should be recorded using Code C4 for those sessions.

Schools should **not** use this code to record study leave. Study leave is unsupervised time away from school for pupils to prepare for their public examinations and many pupils treat such time as extra holidays and do no study. As a result, study leave does not meet the legal definition of approved educational activity. Code S must be used for study leave.

Schools should **not** use this code to record pupil review days if pupils are simply sent home with homework and private study. Like study leave it is unsupervised and usually treated as an extra holiday by pupils. It therefore would not meet the legal definition of approved educational activity. The code can be used where schools arranged supervised, off-site educational activities to replace the normal lessons whilst review interviews are held.

**The B code can only be used where the activity takes place in person and is delivered by a tutor/teacher approved by the school. Pupils absent from school and receiving remote education still need to be marked as absent in the register using code C5.**

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<sup>7</sup>[Section 560 of the Education Act 1996 pertains to the prohibition or regulation of the employment of children. It states that the enactments relating to the prohibition or regulation of the employment of children shall not apply to the employment of a child in his last two years of compulsory schooling if the employment is in pursuance of arrangements made by a local authority or the governing body of a school on behalf of such an authority, with a view to providing him with work experience as a part of his education](#)

## 2.2 Registration code: P1

The registration code P1 is used if the pupil is participating in an approved sporting activity. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Approved sporting activity
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session

### Additional information

The activity must be supervised by a person authorised on their behalf by the head teacher at the school. The pupil must be taking part in the activity. Spectating at events such as following the local football club and sporting victory parades must not be treated as approved educational activity.

If schools have concerns about the appropriateness of an activity they can seek advice from the sports' national governing body. However, the final decision rests with the headteacher of the school and they should take the effect on the pupil's general education into account.

Approved educational activity must be supervised by someone approved by the school. It must take place within the session for which the mark is recorded.

Absence due to travelling time to and from competitions should be recorded with a C1 code (if agreed by the school).

## 2.3 Registration code: P2

The registration code P2 is used if the pupil is participating in an unpaid child performance. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Approved Performance
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session

### **Additional information**

The activity must be supervised by a person authorised on their behalf by the Head teacher at the school. The pupil must be taking part in the activity.

If schools have concerns about the appropriateness of an activity, they can seek advice from the local authority officer who is responsible for issuing performance licenses.

Approved educational activity must be supervised by someone approved by the school. It must take place within the session for which the mark is recorded. However, the final decision rests with the head teacher of the school, and they should take the effect on the pupil's general education into account.

Absence due to travelling time to and from rehearsals should be recorded with a C1 Code (if agreed by the school).

### **2.4 Registration code: V**

The registration code V is used for school organised trips and visits, including residential trips and school transition days. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised by a person authorised by the headteacher. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Educational visit or trip
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session

## Additional information

Approved Educational Activity must be supervised by someone from the school. It must also take place during the session for which the mark is recorded.

When the school is arranging transition days, the school must ensure the register is taken at the school or by a teacher from the school where the pupil is on roll.

### 2.5 Registration code: W

The registration code W is used for Work experience under section 560 of the Education Act 1996<sup>8</sup>. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Work experience

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[Section 560 of the Education Act 1996 pertains to the prohibition or regulation of the employment of children. It states that the enactments relating to the prohibition or regulation of the employment of children shall not apply to the employment of a child in his last two years of compulsory schooling if the employment is in pursuance of arrangements made by a local authority or the governing body of a school on behalf of such an authority, with a view to providing him with work experience as a part of his education](#)

Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session

### Additional information

Work experience is for pupils in the last two years of compulsory schooling. A pupil shall be taken to be in his/her last year of compulsory schooling from the beginning of the term at his/her school which precedes the beginning of the school year in which he/she would cease to be of compulsory school age.

**Work experience undertaken as part of an alternative curriculum or alternative provision should *not* be recorded using this code. Such work experience is legitimate education “off-site” and should be recorded using code B.**

## 3. Statistical category: Authorised absence

### 3.1 Registration code: C1

The registration code C1 is agreed circumstances at the discretion of the school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Other authorised circumstances (not covered by another appropriate code/description)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information - These examples are illustrative and not meant to be exhaustive

Only exceptional circumstances warrant leave of absence. Schools should consider each request individually taking the following into account:

- the nature of the event for which leave is sought
- its frequency (is it a one-off, or likely to become a regular occurrence?)
- whether the parent gave advance notice; and
- the pupil's overall attendance pattern

Examples might include special circumstances such as

- attending the wedding of a family member,
- family bereavement,
- prison visits,
- young carers (In a genuine crisis a school can approve absence for a child to care for a relative until other arrangements can be made. The school should set a time limit for the absence and set some schoolwork, so the pupil does not fall behind while at home)
- birth of a child - support should be directed to keeping the pupil in school wherever possible, and to return her to full-time education as soon as possible after the birth. A pupil who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.
- unable to attend because pupil is subject to a sentence of detention (NB that the pupil has been detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than 4 months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period) Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore, it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.

- where learners are of statutory school age but attending year 12 provision and following post GCSE courses then any sessions where they are not required to attend school should be covered by the “C1 Code” not the “X Code”

### 3.2 Registration code: C2

The registration code C2 is agreed circumstances at the discretion of the school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Other authorised circumstances, e.g. Paid performances
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

#### Additional information

Where a pupil is absent because they are taking part in a paid performance, it is still the school which decides whether to authorise the absence, even if the pupil is employed under a license issued by the local authority.

### 3.3 Registration code: C3

The registration code C3 is agreed circumstances at the discretion of the school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Other authorised circumstances e.g. Flexi Schooling
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

#### Additional information

A parent has requested that their child is flexi-schooled, and the head teacher has agreed to this request.

### 3.4 Registration code: C4

The registration code C4 is agreed circumstances at the discretion of the school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Other authorised circumstances e.g. reduced timetable, reintegration timetable)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

A pupil has been placed on an agreed part-time timetable.

Local Authorities should have a policy on the use of part time timetable and ensure that there are mechanisms in place to ensure that the local authority has a clear oversight of all learners who are on part time timetables to support reintegration to full time provision. Each local authority policy should have clear aims of returning these learners to full time provision within a defined timescale and in line with our [Belonging, engaging and participating](#)<sup>9</sup> guidance this should be generally no more than a six-week period. If the school wish for a reintegration to continue longer than 6 weeks, then they should discuss the rationale with the local authority for them to consider whether this is in the best interests of the learner and whether EOTAS provision should also be considered at this point to complement the attendance at school.

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<sup>9</sup> The [Belonging, engaging and participating: Guidance on improving learner engagement and attendance](#) is a comprehensive document aimed at improving learner engagement and attendance in educational settings.



### 3.5 Registration code: C5

The registration code C5 is used when learners are being provided with online learning by schools/LA. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Other authorised circumstances (Online Remote learning)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

#### Additional information

A pupil is unable to attend school due to significant anxiety/medical reasons and is being provided with online learning either by the school or the local authority.

Each local authority should have clear aims of supporting these learners and enabling them to return in person to school.

Where learners are unable to attend school, then the LA should have an EOTAS policy which outlines how this cohort of learners will be supported. The school should work with the Local Authority to determine whether EOTAS provision should be considered.

**Pupils absent from school and receiving online education still need to be marked as absent in the register using code C5.**

### 3.6 Registration code: F

The registration code F is for an agreed absence for a family holiday if they believe there are exceptional circumstances which warrant it. Parents should not normally take pupils on holiday in term time. They must apply for leave in advance of taking it. Each request for holiday absence should be considered individually taking account of the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. Schools should invite parents to discuss any proposed holiday in term time.

They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances. If the school considers that there are exceptional circumstances why the pupil should be granted approval for a trip of more than 10 days, the approval can be given, and the absence would be authorised and recorded under Code F. Pupils who fail to return to school within 10 days of the end of extended leave of absence may be deleted if both the school and the Local Authority fails to locate them and they do not have good reason to be absent.

The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Extended Family Holiday (term time holiday agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### **Additional information**

This category is for the whole of an extended holiday where the head teacher has agreed there are exceptional circumstances.

A pupil who takes 10 days holiday (whether authorised or not) in an academic year could only attain a maximum of 94.7% attendance (for primary schools). This figure would be even lower for a secondary aged pupil taking 10 days holiday during the period of September – May).

If a school agrees absence and the pupil goes on holiday for 10 days or fewer, absence is authorised (use Code H).

If the parents do not apply for the leave of absence in advance of taking it the pupil must be recorded as unauthorised absence using Code G.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (code G). If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of more than 10 days, this approval can be given and the absence would be authorised and recorded under Code F. Examples include

- Parent working abroad for a fixed, medium-term period and
- A heritage visit to their country of origin or birth, including to see family members.

### 3.7 Registration code: H

The registration code H is for an agreed absence for a family holiday if they believe there are exceptional circumstances which warrant it. Parents must apply in advance to take holidays or overseas trips in term time. Requests should be considered individually, and schools should invite parents to discuss any such proposals and should take account of the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances.

Examples of exceptional circumstances could include: -

- Families of serving armed forces personnel where they are unable to take a holiday during the coming school holiday period.
- Parent or child experiencing a life limiting illness that requires them to go on holiday at that time and not during a school holiday period.
- Where parents have provided evidence that their work patterns prevent them from taking holidays in line with published school term dates

The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Family Holiday (agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

A pupil who takes 10 days holiday (whether authorised or not) in an academic year could only attain a maximum of 94.7% attendance (for primary schools). This figure would be even lower for a secondary aged pupil taking 10 days holiday during the period of September – May (the annual Assembly Government absence survey time period).

If a school agrees absence and the pupil goes on holiday for 10 days or less, absence is authorised (use Code H).

If the parents do not apply for the leave of absence in advance of taking it the pupil must be recorded as unauthorised absence using Code G, as schools cannot approve family holidays retrospectively.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of more than 10 days, this approval can be given and the absence would be authorised and coded under F.

### 3.8 Registration code: I1

The registration code I1 is for missing registration through illness is an authorised absence. If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Physical Illness (NOT medical or dental etc. appointments)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

This code is to be used when parents phone to say that their child is physically ill. i.e. where the main reason provided for the absence is related to a physical illness, e.g. sickness bug, infectious illness, broken bones, Parents should always be advised to notify the school as soon as possible when a child is ill.

While schools can request medical evidence to support absence on the grounds of illness, schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Unnecessary requests will block GP's appointments which, in turn, could delay treatment of others and doctors report that it is difficult to provide retrospective evidence, particularly if they did not treat the pupil. Medical evidence can take the form of sight of prescriptions, appointments cards, etc. rather than Doctor's notes.

If the authenticity of illness is in doubt, or if there is a failure to provide medical evidence following a suitable period of time, schools can record the absence (Code O) but must inform the parents of the school's intention to use that Code. A pupil receiving medical treatment on site should be marked 'present'.

Where ill health is a factor in the learner's absence and there have been several episodes of absence, if it is felt that the parents have not sought appropriate medical help and the absence persists, with the cooperation of the parents, an enquiry should be made to the relevant medical professional. In addition, where illnesses such as mild asthma, migraine or stomach pains are given as a reason for frequent or prolonged absence, a medical opinion may need to be sought from the relevant medical professional, remembering that there is often an association between these and Adverse Childhood Experiences.

Where there are entrenched absences due to patterns of illness and schools have evidenced that they have exhausted all avenues of support and engagement they should refer to the local authority for consideration of provision of EOTAS.

**Absence at registration due to a medical, dental or hospital appointment should be recorded using Code M.**

### **3.9 Registration code: I2**

The registration code I2 is for missing registration through illness is an authorised absence. If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Non-Physical Illness, (for example anxiety, emotional concerns) (NOT medical or dental etc. appointments)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### **Additional information**

This code is to be used when parents phone to say that their child is absent due to non-physical illness for example anxiety, emotional concerns. Parents should always be advised to notify the school as soon as possible.

While schools can request medical evidence to support absence on the grounds of illness, schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Unnecessary requests will block GP's appointments which, in turn, could delay treatment of others and doctors report that it is difficult to provide retrospective evidence, particularly if they did not treat the pupil. Medical evidence can take the form of sight of prescriptions, appointments cards, etc. rather than Doctor's notes.

If the authenticity of illness is in doubt, or if there is a failure to provide medical evidence following a suitable period of time, schools can record the absence (Code O) but must inform the parents of the school's intention to use that Code.

A pupil receiving medical treatment on site should be marked 'present'.

Where ill health is a factor in the learner's absence and there have been several episodes of absence, if it is felt that the parents have not sought appropriate medical help and the absence persists, with the cooperation of the parents, an enquiry should be made to the relevant medical professional. In addition, where illnesses such as mild asthma, migraine or stomach pains are given as a reason for frequent or prolonged absence, a medical opinion may need to be sought from the relevant medical professional, remembering that there is often an association between these and Adverse Childhood Experiences.

Where there are entrenched absences due to patterns of illness and schools have evidenced that they have exhausted all avenues of support and engagement they should refer to the local authority for consideration of provision of EOTAS.

**Absence at registration due to a medical, dental or hospital appointment should be recorded using Code M.**

### **3.10 Registration code: J1**

The registration code J1 is for interviews with prospective employers, or another educational establishment. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	External Interview
Statistical Meaning	Authorised absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

#### **Additional information**

This code should be used to record time spent in interviews with prospective employers or for a place at another school, a further or higher education establishment or a training provider.

The school should be satisfied that the interview is linked to future education or employment prospects, and the school staff should normally ask for advance notice and proof of the appointment.

The pupil should ask for and submit a request for a term time absence form prior to the interview (this cannot be requested retrospectively) for this code to be used. If a form hasn't been submitted the school could code (O) to record the absence.

### **3.11 Registration code: M**

The registration code M is for missing registration for a medical or dental appointment is authorised absence.

Parents and pupils should be encouraged to make appointments out of school hours. Sight of an appointment confirmation is advisable.

If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.

If a pupil arrives from a medical appointment within the period that **the registers are still open**, they should be marked with an L Code as they are then deemed present.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Medical/Dental appointments
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### **Additional information**

For Health and Safety reasons a system must be in place to record that a pupil has either arrived at school or left the premises during the session. Medical appointments include:

- attendance at a GP's surgery
- attendance at a dentist's surgery; and
- CAMHS appointments/hospital appointments (not a stay in hospital, for which Code I should be used)

### **3.12 Registration code: S**

The registration code S is used for study leave, it should be used sparingly (maximum of 10 days) and only used in preparation for pupils undertaking public examinations. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Study leave (Maximum of 10 days)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session



## **Additional information**

The expectation is that schools seek alternatives to study leave as there is evidence that a high proportion of students do not have the skills, or are not inclined, to make the best use of large amounts of unsupervised and unstructured revision time.

As study leave is unsupervised and schools cannot assume that it took place during the school session it does **not meet** the regulatory requirements for a B code.

Schools should bear in mind that any session given to pupils as study leave has a statistical meaning of authorised absence and should be recorded and reported on by the school as such.

As pupils are required to be retained on the school roll, schools' responsibilities for all pupils remain unchanged. All pupils would benefit from in-person study support and guidance from teachers at their school particularly vulnerable groups such as those identified by Estyn definition hence study leave should be used sparingly during not prior to the examination period.

**When calculating the use of study leave, and therefore authorised absence, schools must bear in mind that pupils cannot leave school until the last Friday in June. Once the 10 days of study leave are exhausted then other codes should be used as required when absences are authorised/unauthorised.**

**Pupils who are present at examinations should not be marked using this code.**

### **3.13 Registration code: E**

The registration code E is used for a pupil who is excluded for a fixed period remains on the school roll but cannot attend the school. A pupil who is permanently excluded remains on the school roll until the appeal process has been completed.

Alternative provision should be arranged for each excluded pupil from the sixteenth day of exclusion but some schools and LAs opt to make provision earlier than this. Absence due to fixed term exclusion where no alternative provision is in place is authorised as the absence results from decisions made by the school.

Similarly, the absence of a permanently excluded child for whom alternative provision is not made should be treated as authorised while any review or appeal is in progress. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Excluded (No alternative provision made)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

This code is used to record pupils' absence because:

- they have been excluded; **and**
- no provision has been made for them to continue their education whilst excluded.
- 

The school is responsible for making alternative arrangements for an excluded pupil who remains on the school roll either directly or in conjunction with an agreed provider of alternative provision. The provision should be in place from the sixteenth day of a pupil's permanent exclusion and the sixteenth day of fixed term exclusion. Further guidance on exclusions is available at:

[Exclusion from schools and pupil referral units \(PRU\) | GOV.WALES](#)<sup>10</sup>

The law allows for dual registration of pupils at more than one school. If the alternative provision made is at a PRU or a shared exclusion unit at another school, the pupil should be recorded under attendance Code D.

Where a pupil is dually registered at institution X and Y, institution X marks the pupil D (not required to attend) while they are attending institution Y. Both institutions share responsibility for the child. Failure to attend the agreed provision at the institution who is expecting the pupil at the proper time without good reason is unauthorised absence.

This code is used to indicate that the pupil is not required to attend the school at which they are registered but are required to attend the institution providing the provision. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

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<sup>10</sup> The purpose of the [Exclusion from schools and pupil referral units \(PRU\) | GOV.WALES](#) is to ensure that all exclusions are made in a fair and equitable manner.

The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and follow up non-attendance.

If the alternative provision made is at a PRU or a shared exclusion unit at another school, the pupil should be recorded under attendance Code D as the pupil is dually registered at both institutions. In these circumstances, the pupil's registration status as recorded in the school Management Information System (MIS) will need to be changed from Current single registration (C) to Current main (Dual registration) (M). If the pupil is "internally excluded" or is attending a shared exclusion unit within the school, then the attendance should be recorded using the normal marks for present. If the alternative provision made is attendance at any other provider (agreed by the local authority\*), the pupil should be recorded under Code B.

In all cases where alternative provision is made and the pupil is absent; the absence should be recorded using the correct code by the provision expecting the pupil and the D code should be used by the school not expecting the pupil.

If a permanent exclusion is confirmed, the pupil's name should be removed from the school roll on the school day:

- after the appeal panel's confirmation of permanent exclusion;
- on expiry of the time allowed for appeals to be made;
- after the parent confirms in writing that they do not intend to appeal; or
- the pupil takes up a place elsewhere

### **3.14 Registration code: R**

The registration code R is used for an absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents and child belong, including religious festivals. Parents should be encouraged to give advance notice. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Religious observance
Statistical Meaning	Authorised Absence
Legal Meaning	Out for whole session
Physical Meaning	Absent

### Additional information

This is interpreted to mean that if the parent's religious organisation sets the day as a religious festival, then the school must authorise the absence. Where necessary, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If the religious body has not set the day apart there is no requirement for the school to approve the absence or grant a leave absence. Additional holidays and days off linked to the religious festival but not “exclusively set aside for religious observance” by the religious body are not marked using code R.

If parents are seeking additional holidays that are not exclusively set aside for religious observance, then a term time request for absence should be submitted and considered by the school.

Welsh Government provide guidance on these dates on an annual basis to local authorities.

### 3.15 Registration code: T

The registration code T is used if a Gypsy Roma and Traveller child who is absent as their family are travelling for work, as part of the Section 444(6) of the Education Act 1996.<sup>11</sup> The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Gypsy Roma and Traveller absence
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

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<sup>11</sup>[Section 444\(6\) of the Education Act 1996](#) allows for authorized absences for Gypsy, Roma, Traveller, and nomadic pupils who are traveling with their parents for work

Gypsy, Roma and Traveller communities are made up of several ethnic and cultural groups. This is explained in Welsh Government's guidance for schools. Head teachers should refer to this guidance in relation to understanding which groups are covered by the umbrella GRT term. '[Celebrate and participate: Education guidance to support Gypsy, Roma and Traveller children and young people \[HTML\] | GOV.WALES](#)<sup>12</sup>

To help ensure continuity of learning for all Traveller children, dual registration is allowed. In this case their school would mark the Traveller pupil D (not required to attend) if they are attending another educational provision. Both schools share responsibility for the child. Failure to attend the agreed provision at the school who is expecting the pupil at the proper time without good reason is unauthorised absence.

If the pupil's family are known to be travelling (including in relation to work) and unable to attend the school at which they are registered but it is not known whether the pupil is attending educational provision (at a school or other provider), the absence should be authorised and recorded using Code T.

A school cannot remove a Gypsy Roma Traveller child from the school roll while they are travelling if it is the base school.

If the pupil is known to be absent from the school for reasons other than travelling (e.g. illness, unexplained absence) the appropriate code should be used.

Children from Gypsy, Roma, Traveller families are required to attend school. However, there is a defence available to Gypsy, Roma, Traveller families if prosecuted for non-attendance provided that the child has attended a school for at least 200 sessions in the 12 months ending.

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<sup>12</sup> The [Celebrate and participate: Education guidance to support Gypsy, Roma and Traveller children and young people \[HTML\] | GOV.WALES](#) supports schools and education practitioners in improving Gypsy, Roma and Traveller children's experiences in education.

## 4. Statistical category: Unauthorised Absence

### 4.1 Registration code: N

The registration code N is used if there is no reason for absence. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	No reason yet provided for absence
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

Every endeavour should be made to establish the reason for a pupil's absence from school. Until a reason is obtained, the absence must be coded using Code N. If no reason for absence is provided, within 5 school days and schools have exhausted all avenues of enquiry, Code N should be replaced with Code O and the school should inform the parent that the absence will be recorded as unauthorised.

If pupils are unexpectedly absent and their parents do not contact the school, the school should contact them under first day response calling arrangements.

**Code N should not be left showing on a pupil's attendance record for longer than 5 school days**

**Schools should ensure they have systems and procedures in place to follow up these absences and establish the reason for absence, ideally within the 5-day timescale.**

Where a pupil is recorded initially as Code N and this is subsequently amended with a reason for the absence of the pupil, the new information is regarded as the first entry in the register and does not require that the change from Code N is associated with who made the change, when or why. The reason is that the information has just been provided. Any other change to any other information entered into either the attendance register, or admissions register must be accompanied with details of the original and new entries, who made the change when and why.

## 4.2 Registration code: O

The registration code O is used if a pupil is out for the whole session. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Unauthorised Absence (not covered by any other code/description)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Use	Unauthorised Absence

### Additional information

Schools should be informing the parents when the absence is unauthorised

Examples:

- pupil's/parent's/sibling's/relative's birthday;
- shopping;
- having their hair cut;
- special treat;
- market days;
- "Couldn't get up"; and
- Closure of a sibling's school for INSET (or other) purposes

### 4.3 Registration code: G

The registration code G is used for a family holiday if they believe there are exceptional circumstances which warrant it. They can only agree to absence of more than 10 school days in a school year if they believe there are exceptional circumstances. Parents should not normally take pupils on holidays in term time and must apply for the leave in advance of taking it. Each request for holiday absence should be considered individually, taking account of the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress. Schools should invite parents to school to discuss any proposed holiday in term time. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Family Holiday (NOT agreed <b>or</b> days in excess of agreement)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session

### Additional information

Code G would not be appropriate in the following circumstances

- Families of serving armed forces personnel where they are unable to take a holiday during the coming school holiday period.
- Parent or child experiencing a life limiting illness that requires them to go on holiday at that time and not during a school holiday period.
- Where parents have provided evidence that their work patterns prevent them from taking holidays in line with published school term dates

If a school agrees absence and the pupil goes on holiday for 10 days or less, absence is authorised (use Code H).



If the parents do not apply for the leave of absence in advance of taking it the pupil must be recorded as unauthorised absence using Code G, as the regulations do not allow schools to give retrospective approval.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G).

If parents keep a child away for longer than was agreed, any additional absence should be recorded as unauthorised (Code G).

If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of more than 10 days, this approval can be given, and the absence would be authorised and recorded under Code F.

#### **4.4 Registration code: U**

The registration code U is used if a child is late after registration is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open. This period should not exceed 30 minutes.

In exceptional circumstances such as transport difficulties, schools may keep the register open for a longer period.

The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Late (after registration closed)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Late for session

#### **Additional information**

This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise.

*Example:*

If a pupil arrives late (after registers have been closed) due to a doctor or dentist appointment, the code M would be used.

If a pupil arrives late (after registers have been closed) because they couldn't find their shoes/their school uniform was drying in the tumble dryer/their younger sibling was playing up etc, the code U would be used.

The Welsh Government advises that schools should close the register to pupils 30 minutes after the start of the session. It also advises schools against leaving the register open for the whole session. (Code L should be used to register pupils who arrive up to 30 mins after the start of the session and Code U used for pupils who arrive after that).

Schools and LAs have asked if all schools could have an agreed time for the close of registration. This is not possible due to the individual needs of each school and a school's power to set

For health and safety reasons, schools need to be aware of where pupils are, particularly those leaving or arriving on the premises during a session. This might be achieved through a paper system in the school office to record that a pupil has arrived on the school premises during the session and added to the school's electronic system as soon as possible.

Under [the Education \(School Day and School Year\) \(Wales\) Regulations 2003](#)<sup>13</sup> as amended schools can set different sessions times for different pupils e.g. during public examinations but are required to open for 380 sessions.

**For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner, such as “First day response” procedures.**

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<sup>13</sup>[The purpose of the Education \(School Day and School Year\) \(Wales\) Regulations 2003 is to establish the framework for the structure of school days and school years in Wales. These regulations ensure that schools meet for at least 380 sessions during any school year, which is divided into two sessions with a break in the middle. This structure is designed to provide a minimum number of sessions for students to attend school, ensuring that they receive a full education.](#)

## 5. Statistical category: not required to attend

### 5.1 Registration code: D

The registration code D is used for dual registration of pupils at more than one school.

e.g. Where a pupil is dually registered at school X and school/setting Y and is attending school Y. School X codes the pupil D (not required to attend) while they are attending school/setting Y and vice-versa. Both schools share responsibility for the child. Failure to attend the agreed provision when the provision is expecting the learner at the proper time without good reason is unauthorised absence.

This code is used to indicate that the pupil is not required to attend the school at which they are registered but are required to attend the institution providing the provision. The main examples of dual registration are pupils who are attending a pupil referral unit, EOTAS provision, a hospital school or a special school on a temporary basis. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Dual registration (i.e. pupil attending other school/educational setting)
Statistical Meaning	Not required to attend
Legal Meaning	Not required to attend
Physical Meaning	Out for whole session

### Additional information

The law allows a pupil to be registered at more than one school.

This code is to be used when a pupil is dually registered at two schools and, for the session in question, they are not required to attend your school.

This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, EOTAS provision, a hospital school or a special school on a temporary basis.

The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and following up non-attendance.

Pupils who are dually registered at two schools should be registered as such in both schools' information management systems (MIS) under "pupil enrolment status".

**Schools should ensure that they have in place arrangements whereby the school where the pupil is scheduled to be can notify the "other" school of any absences. by individual pupils so that both schools can record the pupil absence using the relevant absence code. For safeguarding and educational reasons, the school where the pupil is required to attend must follow up all unexplained and unexpected absence in a timely manner, such as through "First Day Response" procedures**

## **5.2 Registration code: X**

The registration code X is used for untimetabled sessions for non-compulsory school-age pupils. Pupils who have not attained the age of 5 years at the start of the term in which the session takes place or were 16 years before the start of the school year in which it takes place. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Untimetabled sessions for non-compulsory school-age pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Absent
Physical Meaning	Not required to be in school

### **Additional information**

The Regulations require the register to be taken for both compulsory age and non-compulsory age pupils.

The code should be to record sessions that non-compulsory school-age children are not expected to attend and use the standard codes to record other absence. This will not affect schools' and local authorities' attendance statistics, particularly those published by the Welsh Government, because the Welsh Government does not collect statistics for non-compulsory

school-age pupils. It will help schools to easily identify when pupils have missed lessons. **This code must not be used to record the absence of children of compulsory school age or any form of exclusion.**

If a school places a compulsory school age pupil on a part time timetable, for example as part of re-integration, then the school is authorising the pupil's absence from the sessions not in the timetable. That absence should be recorded under Code C4. Schools should not place pupils on part-time timetables for an indefinite period and should monitor their use.

If a pupil is registered at more than one school, the pupil will already be coded D “they are not required to attend the school where they are registered” and the school where they are attending on that day would record their attendance.

### **Year 11 Pupil who may already be following Year 12 timetables**

Where learners are of statutory school age but attending year 12 provision and following post GCSE courses then any sessions where they are not required to attend school should be covered by the “C1 Code” not the “X Code”

### **Year 11 Pupils who are going onto the Year 12 (Sixth Form)**

Under the Regulations, schools cannot delete Year 11 pupils who intend to remain at the school and enter the Sixth Form (Year 12) from the school registers. Once the pupils have reached the end of their compulsory school-age, which is on the last Friday in June, they can be recorded using this code if the school has not asked them to attend.

## **5.3 Registration code: Y1**

The registration code Y1 is used if a child is unable to attend because school is not within walking distance of pupil's home and transport to and from school is not provided. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Forced Partial Closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend due to exceptional circumstances
Physical Meaning	Not required to be in school

## Additional information

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

- learners of compulsory school age attending primary school who live 2 miles or further from their nearest suitable school
- learners of compulsory school age attending secondary school who live 3 miles or further from their nearest suitable school

This code is classified for statistical purposes as not a possible attendance.

### 5.4 Registration code: Y2

The registration code Y2 is used if a child is unable to attend due to widespread disruption to travel caused by a local, national or international emergency. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Forced and Partial Closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend due to exceptional circumstances
Physical Meaning	Not required to be in school

## Additional Information

The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency. This code is classified for statistical purposes as not a possible attendance.

### 5.5 Registration code: Y3

The registration code Y3 is used if part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain open. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Partial Closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend due to exceptional circumstances
Physical Meaning	Not required to be in school

### **Additional information**

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those parts of the premises that remain in use. This code is classified for statistical purposes as not a possible attendance.

### **5.6 Registration code: Y4**

The registration code Y4 is used if the whole school closed when school was due to meet for a session, but session has been cancelled. The following table shows the meaning of the code in different contexts.

<b>Context</b>	<b>Meaning</b>
Brief Meaning	Forced Closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend due to exceptional circumstances
Physical Meaning	Not required to be in school

### **Additional information**

Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.

This code may not be used for any planned closure such as weekends or holidays.

This code is classified for statistical purposes as not a possible attendance.

### 5.7 Registration code: Y5

The registration code Y5 is used if travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Forced Closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend due to exceptional circumstances
Physical Meaning	Not required to be in school

#### Additional information

The pupil is well enough to attend (otherwise Code I1 would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.

### 5.8 Registration code: Z

The registration code Z is used for administration purposes for pupils expected to join the school roll. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	Pupil not on roll
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Pupil not registered at the school
Physical Meaning	Not required to be in school

#### Additional information

This code is available to enable schools to set up registers before pupils are due to join.



School MIS systems store details of pupils who are to be admitted in “preadmission group” which is then “rolled forward” at the start of term. This helps schools to have details on new pupils in their MIS system as soon as possible. However, some pupils do not turn up (because they have started somewhere else) but they are still “on roll” as far as the computer is concerned until they are made a “leaver”. While “on roll” in this way, they will be shown as “unauthorised” absent unless they can be marked as “not yet on roll” in the computer.

Under, The Education (Pupil Registration) (Wales) Regulations 2010<sup>14</sup> schools must put pupils on the admissions register on the first day that the admissions authority allocates them the pupil start date **not**, as previously, when they first attend. Schools should also remember that all pupils on the admissions register must also be entered on the attendance register and their attendance recorded.

If a pupil is expected to arrive at a school i.e. in a “preadmission group”, but does not, in fact, arrive to attend the school, the school should advise the LA immediately and mark the pupil using Code N. When the school and LA locate the pupil, they should mark the pupil accordingly.

## 5.8 Registration code: #

The registration code # is used for planned closures of the whole school. The following table shows the meaning of the code in different contexts.

Context	Meaning
Brief Meaning	School closed to pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	No session held
Physical Meaning	Not required to be in school

## Additional information

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<sup>14</sup>[The purpose of the Education \(Pupil Registration\) \(Wales\) Regulations 2010 is to ensure that pupils are accurately registered and that schools maintain accurate records of attendance.](#)

This code should be used for whole school planned closures. Examples are:

- between terms;
- half terms;
- occasional days when the whole school (including staff) are on holiday;
- weekends (if required by the system);
- for inset days when teachers are at work but not teaching and when pupils are not required to attend;
- any additional no contact days defined by regulation to be used for curriculum planning/training; and
- use of schools as polling stations.

This code should **not** be used for enforced closures of all or part of the school, site. These codes are defined by the appropriate Y code.

## Glossary of terms used

**First Day Response** would be undertaken by the school, and they would initiate contact with the parent or main contact with the parent or the main contact to secure reasons for the child's absence.

**Online provision** is a flexible and supportive approach to education that allows students to learn is a flexible and supportive approach to education that allows students to learn remotely with an internet connection

**Flexi Schooling** is where a head teacher agrees to a parent request that their child attend school part time and takes responsibility for the education on the days that the child doesn't attend school.

**Part time timetables** This is where pupils attend schools on a part time basis following an agreement between schools, parents and the pupil. These part time timetables are often put in place following illness, a period of exclusion to support the pupil's return to school and support a pupil's reintegration to full time provision.

**EOTAS** (Education otherwise than at school) This is any education provided in various settings other than traditional school environments that is provided by local authorities. It can include hospital schools, pupil referral units, independent special schools, online learning and provision through third-sector organisations.

**CAMHS** (Child and Adolescent Mental Health Services) to help children and young people with emotional, behavioural and mental health difficulties.

**PRU** (Pupil Referral Unit) A type of school maintained by the local authority for children of compulsory school age who require EOTAS provision. A high percentage of children attending PRUs have been permanently excluded from mainstream schools, but other groups of learners, such as those at risk of permanent exclusion, pregnant and teenage mothers, pupils with medical needs, pupils in hospital, and those who would benefit from a work-related curriculum may also access this type of provision.

**Special Schools, (can be independent or LA maintained)** provide education and support to children and young people with additional learning needs whose needs are too complex or severe to be effectively met within a mainstream school.

**MIS** Management information system used by schools to support the day to day running of the school.

**INSET** days focus on equipping teachers and support staff with the skills, confidence, and practical strategies to deliver curriculum.