



Information on Attendance Codes for Schools

Vulnerable pupils

- As vulnerable children are still expected to attend school full-time, they should not be marked as code X if they are not in school (except if they are shielding, self-isolating or quarantining).
- If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The DFE expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school unless another authorised absence code is more applicable).

Critical Workers

- Where parents of critical workers only need their child to attend part-time, schools should use code X to record the sessions that the child is not expected to attend.
- Where the child of a critical worker is expected to attend a session and does not do so, the school should record the absence as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable as usual.
- Code X should be used if the child is self-isolating or quarantining because of COVID 19.

Remote learning does not need to be recorded on the attendance register but schools should keep a record of engagement and follow up any pupils not engaging.

There will be no inclusion of attendance on school reports and no requirement on schools to report unauthorised absence.

The reason for using C codes or other authorised absence codes for vulnerable pupils is to collect data for historical accuracy.

Exclusions

The exclusion guidance is currently under review. The terminology is changing from a fixed term exclusion to suspension and a permanent exclusion to expulsion.