

RM
Integris Guidance
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**Attendance recording from
the 1st September 2021**

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LBR RM Support Website: [Http://171.33.198.190/g2/Index.htm](http://171.33.198.190/g2/Index.htm)

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Recording COVID related non-attendance

As you are aware, the DFE defined a set of subcodes for use during the COVID outbreak and are instructing schools to keep using these COVID codes for the foreseeable future. This will aid schools and the government in carrying out risk assessments in relation to outbreak management going forward.

There has been an update to the DFE's attendance guidance for 2021/22: [Recording non-attendance related to coronavirus COVID19 sub-codes.pdf](#)

This document provides a summary of the codes which have been added to the DFEs list, those that have been removed and a table of all the attendance codes that you should be using for 2021/22.

Attendance Codes added for 2021/22

Code	Title
X08	Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management
X09	Pupil or student in a specific group required, by NHS test and trace, to self-isolate as a close contact of a confirmed case of COVID-19 (e.g. those over 18 years 6 months and not fully vaccinated)

Attendance Codes removed for 2021/22

Code	Title
X03	Pupil self-isolating due to potential contact with someone with symptoms or a confirmed case of coronavirus (COVID-19) INSIDE the school setting
X04	Pupil self-isolating due to potential contact with someone with symptoms or a confirmed case of coronavirus (COVID-19) OUTSIDE the school setting

Full list of Attendance Codes for 2021/22

Code	Title	Description
/\	Present at School	Should not be used for pupils who were not in school during registration.
B	Off-site educational activity	Should be used when pupils are present at an off-site educational activity that has been approved by the school
C	Leave of absence authorised by the school	For exceptional circumstances only. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
D	Dual Registered - at another educational establishment	This code is not counted as a possible attendance in the School Census. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.
E	Excluded but no alternative provision made	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E.
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised and this code should be used.
H	Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. A leave of absence is granted entirely at the head teacher's discretion.

Code	Title	Description
I01	Illness (not medical or dental appointments)	
I02	Illness Confirmed case of coronavirus (COVID-19)	
J	Attending an Interview	Should be used to record time spent in interviews with prospective employers or another educational establishment.
L	Late before register is closed	The normal code used for lateness. A pupil arriving after the register has closed should be marked with code U, or with another absence code if that is more appropriate.
M	Medical or dental appointments	For a medical or dental appointment. This is counted as an authorised absence.
N	Reason for absence not yet provided	reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation	Used for unauthorised absences
P	Participating in a supervised sporting activity	Should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
R	Religious observance	Treated as authorised absence. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.
S	Study Leave	Study leave is classed as an authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations.
T	Gypsy, Roma and Traveller absence	This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it

Code	Title	Description
		is not known whether the pupil is attending educational provision.
U	Arrived in school after registration closed	Used if a pupil arrived after registration is closed. If the pupil arrives before registration is closed then use the L Code.
V	Educational visit or trip	Should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience	Should only be used for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils.
X01	Not required to be in school. Non-compulsory school age children are not expected to attend.	
X02	Pupil self-isolating with coronavirus (COVID-19) symptoms	
X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)	
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend	
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice	

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X08	Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management.	
X09	Pupil or student in a specific group required, by NHS test and trace, to self-isolate as a close contact of a confirmed case of COVID-19 (e.g. those over 18 years 6 months and not fully vaccinated).	
Y	Unable to attend due to exceptional circumstances	Used where a pupil is unable to attend because of exceptional circumstances such as snow, flood in school, issues with provided transport.