This guidance has been written to support schools to use the appropriate attendance code when completing their attendance registers. This should be used in conjunction with the DfE coding guidance. <https://www.gov.uk/government/publications/school-attendance>

**Number Codes**

Several schools have made enquiries in relation to a numbers system available on SIMS and asked if they should be using them. Advice has been sought in relation to this and it appears that Capita, the software provider, has not updated the codes in line with the DfE guidance. Following advice from the DfE, we would advise schools to only follow the DfE guidance and utilise the X code instead of the numbers, where appropriate.

**Absence Codes:**

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| **Reason for Absence** | **Code** |
| Pupil isolating due to contact with COVID-19. | X |
| Pupil undergoing test/awaiting results for COVID -19. | X |
| Pupil unable to attend school following a visit to a country on the UK Quarantine list. NB: This code should only be used for the days following the return to this country and not the period that they were out of the country. | X |
| Non-compulsory school aged pupil not expected to attend school, e.g. as part of an integration plan |  |
| Enforced closure for school or group of pupils due to an unavoidable cause. | Y |
| Partial closure due to a staggered start in line with school’s COVID-19 risk assessment. | Y |
| Staggered start in September for compulsory age student, not due to COVID-19 measures. | C |
| Shielding – Although general shielding ended on 1st August 2020, on rare occasions a parent/carer/children may have been advised to shield by a medical consultant.  This is clearly a difficult situation and should be handled in a sympathetic, supportive and pragmatic way. When it is felt appropriate, information about this medical advice can be requested, so the school can make their decision regarding coding based on evidence. It would also be appropriate to have a discussion with the parent/carer about how the family will access support whilst isolating. Where appropriate, signpost to the support available via the Family Information Service. | C |
| The Head Teacher agrees with the reason for absence and considers this an exceptional circumstance. This decision should take into account the specific facts, circumstances and relevant background context. | C |
| The Head Teacher is not satisfied for the reason given for absence.  At this time some families are experiencing challenging situations and so any discussion should be handled in a sympathetic, supportive and pragmatic way. Parents/carers should be informed if an absence in unauthorised. | O |
| When a confirmed COVID test result is received. | I |
| All other absences reported as illness. | I |