

Attendance Coding

By law, the school must code attendance correctly. It is up to the school to authorise absence and can only do so for legitimate reasons, as recognised by the government. Please see below for the most common coding we use.

Code	Reason
/	Present
M	Authorised absence due to medical/dental appointments
P	Approved education activity as pupil is participating in an approved supervised sporting activity.
O	Unauthorised absence as the school is not satisfied with the reason given for the absence, has not authorised the absence and it is not covered by any other code/description.
W	Approved educational activity as pupil is attending work experience
C	Authorised absence for reasons not covered by any other authorised absence code, this code should only be used in exceptional circumstances.