

Absence Reason Codes

This form provides guidance on the reason codes to be used when a pupil is **not** present at school – this may be an authorised or unauthorised absence.

The codes can be found in the relevant tables below, and include:

- [Authorised Absences](#)
- [Unauthorised Absences](#)
- [Medical / Dental Appointments](#)
- [Extended Leave with Parental Consent](#)
- [Exclusion](#)
- [Other Attendance and Absence Criteria](#)

NOTE:

1. The default absence code is 'TBC' (to be confirmed) and **MUST** be changed in order to correctly record pupil attendance at school.
2. Exclusions should not be recorded as unauthorised absence since they are imposed by the school or authority and not by a pupil or parent. Exclusions must be reported and recorded separately from other types of absence. Further reference on exclusions can be found in Section F of the procedure manual.

Absence Reason Codes

ABSENCE REASON CODES: AUTHORISED ABSENCES	C&G Code	Code on Printout	SEED Code
<p>Sickness – Medically certified (no educational provision) (Useful for pupils in receipt of EMA)</p> <p>Where a pupil is off sick with a medical certificate as proof of illness and there is no educational provision (as set out in the Scottish Government's Circular 5/2001 <i>Guidance on Education of Children Absent from School through Ill-health</i>. See, also, Procedure Manual No. 3/35: <i>Education of children absent from school through ill-health</i>)</p>	MED	F	20
<p>Sickness – Medically certified (no educational provision): Notifiable illness (Useful for pupils in receipt of EMA)</p> <p>Where a pupil is off sick with a medical certificate as proof of a notifiable illness (as specified at the time by the Local Authority) and there is no educational provision (as set out in the Scottish Government's Circular 5/2001 <i>Guidance on Education of Children Absent from School through Ill-health</i>. See, also, Procedure Manual No. 3/35: <i>Education of children absent from school through ill health</i>)</p> <p>This code enables the Local Authority to monitor absence when there has been an outbreak of a notifiable illness.</p> <p><u>It should only to be used when specifically directed by the Local Authority</u></p>	NIM	F	20
<p>Sickness – Self Certified (no educational provision) (Useful for pupils in receipt of EMA)</p> <p>Where a pupil is off sick with a parental letter as proof of illness and there is no educational provision (as set out in the Scottish Government's Circular 5/2001 <i>Guidance on Education of Children Absent from School through Ill-health</i>. See, also, Procedure Manual No. 3/35: <i>Education of children absent from school through ill-health</i>)</p> <p><u>Please note: Sickness – Self Certified (SEL) should not be used as a default absence code</u></p>	SEL	D	20
<p>Sickness – Self Certified (no educational provision): Notifiable illness (Useful for pupils in receipt of EMA)</p> <p>Where a pupil is off sick with a parental letter as proof of a notifiable illness (as specified at the time by the Local Authority) and there is no educational provision (as set out in the Scottish Government's Circular 5/2001 <i>Guidance on Education of Children Absent from School</i></p>	NIS	D	20

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<p><i>through ill-health. See, also, Procedure Manual No. 3/35: Education of children absent from school through ill health)</i></p> <p>This code enables the Local Authority to monitor absence when there has been an outbreak of a notifiable illness.</p> <p><u>It should only to be used when specifically directed by the Local Authority.</u></p>			
<p>Absent, with pre-notification to the school and permission given, including;</p> <ul style="list-style-type: none"> • Where there are no suitable transport arrangements (including due to inclement weather) • Attendance at, or in connection with, a Children's Hearing or Care Reviews • Attending meetings prior to, and appearance in, court • Attending weddings of immediate family • Bereavement • Debates, sports, musical or theatrical productions approved by the school but not arranged by or in conjunction with the school • Absence for religious observance purposes – at the request of their parents, children of ethnic or religious minority background may be permitted to be absent from school for up to three occasions in any one session in order to celebrate recognised religious events • Other authorised absence e.g., sanctioned extended absence in relation to children of travelling families <p>Please note: <u>ABS should not be used as a default code</u></p>	ABS	A	24
<p>LATE 2</p> <p><i>Note: There is a distinction between Late 1 (which maps onto 'Attendance') and Late 2 (which maps onto 'Authorised Absence'). For further information on Late 1, See entry in PM 3/08/f01: Attendance Reason Codes.</i></p> <p>Late 2 applies if the pupil arrives after the mid-point of opening, regardless of whether:</p> <ul style="list-style-type: none"> • the lateness is for a valid reason • the pupil is absent during any later periods in the opening. (In the case of period-by-period registration within Click+Go, a pupil who is marked absent for the final period of an opening, having been marked Late 2 during an earlier period within that opening, will be 	LT2	K	21

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<p>assigned an overall attendance mark for the opening of Missing. In such instances, schools should make a manual adjustment to the period-by-period marks to ensure that an overall mark of Late 2, rather than Missing, is shown)</p> <p>Mid-point is determined as 10.30am in the morning opening and 2.30pm in the afternoon opening. It is necessary for schools to manually input the Late 2 code. (Click+Go does not re-code Late 1 into Late 2 because it was recorded against a period in the second half of the opening)</p>			
<p>Family holiday with prior agreement from the school Under exceptional circumstances schools can authorise a family holiday during term time, for example where it is judged that the holiday is important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events. A family holiday categorised under the “authorised absence” category should not include reasons such as:</p> <ul style="list-style-type: none"> • the availability of cheap holidays • the availability of desired accommodation • poor weather experienced during school holidays • holidays which overlap the beginning or end of term • parental difficulty in obtaining leave <p>This code should only be used in exceptional circumstances.</p>	PHL	E	22
<p>Certain short term exceptional domestic circumstances (e.g., the period immediately after an accident or illness: a period of serious critical illness of a close relative; a domestic crisis which causes serious disruption to the family home, causing temporary relocation)</p>	DCA	Q	23
<p>PART-TIME TIMETABLES</p> <p>Use of Part-Time Timetables Children and young people have a right to be provided with a school education (<i>Standards in Scottish Schools Act, 2000</i>). It should also be noted that children are to be educated in accordance with the wishes of their parent/carer (<i>Education (Scotland) Act 1980</i>). Part-time arrangements should only be considered as part of a planning process that involves the team around the child.</p>			

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As part of an initial support package on return to school, it may be appropriate, particularly where a crisis has developed, for a child to return to school on a part-time basis, or with a flexible learning package being put in place. Any such arrangements should be for a short, agreed period with the aims and conditions around this recorded in the individual's action plan. The process should be planned, transparent, mutually agreed between the school, the parent/carers and the child or young person, short term and kept to an absolute minimum.			
Part-time timetable, exclusion-related (PTX) should be used for any child or young person who is returning to school on a part-time basis following a period of exclusion. This will be considered as an authorised absence.	PTX	Y	25
Part-time timetable, health-related (PTH) should be used where a health/mental health condition prevents a child or young person's full-time attendance at school and they are unable to undertake any other learning when they are not in school. This will be considered an authorised absence.	PYH	=	26

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ABSENCE REASON CODES: UNAUTHORISED ABSENCES	C&G Code	Code on Printout	SEED Code
<p>A holding code has been supplied if a school knows that some entry (other than 'Present') should be made but does not know what it should be – code means To Be Confirmed. This code should be applied in all circumstances where pupil absence has been identified by the school, but no confirmation or acceptable evidence has yet been provided. In practice, this may apply to very many initial absences.</p> <p><u>This is the default absence code. Please ensure this code is changed to reflect the true nature of the absence once it is known. Failure to do so will result in these coded absences being automatically mapped to an unauthorised absence code. This may result in the school and authority's reported unauthorised absence levels being higher than they should be. It may also have an impact on other areas e.g., EMA. If no explanation is given for the absence, the 'unexplained absence' code should be used</u></p>	TBC	T	31
<p>Pupil absence due to attending family holidays taken during term-time, including those where the reason(s) include:</p> <ul style="list-style-type: none"> the availability of cheap holidays, the availability of desired accommodation, poor weather conditions during school holidays, holidays which overlap the beginning and end of term, parental difficulty in obtaining leave (with local judgement being applied in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences) <p>This code should be used for almost all holidays taken during term-time.</p> <p>Under exceptional circumstances schools can authorise a family holiday during term time, for example where it is judged that the holiday is important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events</p>	UPH	G	30
Pupil is suspected of, or known to be, truanting	UNA	U	31
Unexplained absence	UNA	U	31

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<p>Exceptional domestic circumstances</p> <p>Under section 14 of the 1980 Act as amended by section 40 of the SSSA 2000 Act, education authorities must make special arrangements to ensure young people with care responsibilities do not miss out on their entitlement to education. If a pupil is unable to attend school due to care responsibilities, there is an expectation that additional support services will be accessed to support the pupil and their absence from education will not be long-term and therefore categorised as “authorised absence”. However, where additional services have not been accessed by the pupil and care responsibilities become long-term, the absence should be categorised as “unauthorised absence”</p>	DCU	R	32
<p>Other unauthorised absence e.g.</p> <ul style="list-style-type: none"> for any period as a result of premeditated or spontaneous action on the part of the child or parent, or both e.g., refusal of a parent to send their child to school following a dispute with the school, refusal by a parent to sign a behaviour agreement following an exclusion when an application has been made for an attendance order when an appeal has been made to the sheriff in relation to an attendance order 	OUN	N	33

Absence Reason Codes

ABSENCE REASON CODES: MEDICAL / DENTAL APPOINTMENT ABSENCES	C&G Code	Code on Printout	SEED Code
<p>Medical/dental appointments and off-site medical examinations.</p> <ul style="list-style-type: none"> where a pupil attends a medical/dental appointment but is present in school for at least part of the opening, the 'PER' or ('P') code should be used to record when s/he was absent from school where a pupil attends a medical/dental appointment and, because of the appointment, does not attend any of the opening, the 'PWO' or '+' code should be used. <p>In practice this means:</p> <ul style="list-style-type: none"> schools using period-by-period registration <ul style="list-style-type: none"> if a pupil misses part of the opening because of a medical/dental appointment: use the PER (or 'P') code for the periods during which s/he is at the doctor/dentist and the relevant attendance/absence code(s) for the other periods within the opening if the pupil misses the entire opening because of a medical/dental appointment: use the "PWO" (or '+') code for all periods within the opening. schools not using period-by-period registration <ul style="list-style-type: none"> if a pupil misses part of the opening because of a medical/dental appointment: use the PER (or 'P') code if the pupil misses the entire opening because of the medical/dental appointment: use the 'PWO' (or '+') code for the opening <p>Although the PER and PWO codes are available within Click + Go, they are not included in the specification for the Attendance, Absence and Exclusion submission to ScotXed. For the submission, the PER code is mapped onto 'Attendance' and the PWO code is mapped onto Sickness – Self Certified (no educational provision).</p>	<p>PER</p> <p>SEL</p>	<p>P</p> <p>D</p>	<p>MAPS ONTO 10</p> <p>20</p>

ABSENCE REASON CODES: EXTENDED LEAVE WITH PARENTAL CONSENT	C&G Code	Code on Printout	SEED Code
<p>Extended leave with parental consent includes;</p> <ul style="list-style-type: none"> extended overseas educational trips not organised by the school short-term parental placement abroad 	EXL	Z	02

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<ul style="list-style-type: none"> family returning to its country of origin (to care for a relative, or for cultural reasons) <p>Extended leave with parental consent should not be considered the same as a family holiday</p>			

ABSENCE REASON CODES: EXCLUSION	C&G Code	Code on Printout	SEED Code
<p>Include all pupils excluded from school on a temporary basis (This information should be consistent with that supplied in the exclusions data)</p>	EXC	X	40

ABSENCE REASON CODES: OTHER ATTENDANCE AND ABSENCE CRITERIA	C&G Code	Code on Printout
Holiday	HOL	H
Closure (e.g., election)	CLO	C
In-Service	INS	I
<p>Should not attend, e.g.,</p> <ul style="list-style-type: none"> A Pupil on a phased return from illness A Pupil on an enhanced transition plan starting a new establishment 	SNA	H
<p>Should not attend: Notifiable illness</p> <p>This code enables the Local Authority to monitor absence when there has been an outbreak of a notifiable illness. It should only be used when specifically directed by the Local Authority.</p>	NIX	H