

Attendance Reason Codes

ATTENDANCE REASON CODES	C&G Code	Code on Printout	SEED Code
Present	---	-	10
In school but not in class	SCH	~	10
Missing (having been previously marked present)	MIS	M	10
<p>Attendance other than at school e.g.</p> <ul style="list-style-type: none"> Where a pupil who is not excluded attends off-site education provision College or consortium school study/pupil on day release to a college or another school for a specific subject <p>Note: In each of the above examples, it is the responsibility of the teaching centre to inform the base (Status 01) school if the pupil is absent.</p> <ul style="list-style-type: none"> Where a child of a travelling family is receiving off-site education provision and is on the roll of the school Interview and visits regarding higher/further education 	OAT	O	10
<p>Study leave during the period from the official start of the national timetable (i.e., date of first exam) until timetabled lessons restart.</p> <p>No study leave is to be given outwith this period.</p>	STY	S	10
<p>Educational visits organised by the school including;</p> <ul style="list-style-type: none"> Day and residential visits to outdoor centres Debates, sports, musical or theatrical productions arranged by or in conjunction with the school 	VIS	V	10
Field Trip	FLD	V	10
<p>LATE 1</p> <p>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 2, see PM 3/08/F02: Absence Reason Codes.</p> <p>Late 1 applies if the pupil arrives before the mid-point of the 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 1 during an earlier period within that opening, will be assigned an overall 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 1, rather than Missing, is shown) 	LAT	J	11

Attendance Reason Codes

ATTENDANCE REASON CODES	C&G Code	Code on Printout	SEED Code
Mid-point is determined as 10.30am in the morning opening and 2.30pm in the afternoon opening			
Work experience or volunteering arranged or agreed by the school	WRK	W	12
Sickness with educational provision Where a pupil is on sick leave or maternity leave, with proof such as a parental letter or medical certificate, and where adequate educational provision has been made. Adequate educational provision is 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>	SEP	B	13