

# QUICK REFERENCE GUIDE

## Codes for Recording Pupil Absence on C2k

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
/ \	<b>Present: / = (AM): \ = (PM)</b> Present at registration.	O*	<b>Other Exceptional Circumstances</b> Special occasions at the discretion of the school or an exceptional event outside control of pupil.	1	<b>Community providers / EOTAS (organised by the EA) - Post Primary</b> Pupil who is attending a Community Provider and/or an EOTAS setting by approval of the EA.
A*	<b>Artistic Endeavour</b> Artistic events which have no direct correlation to the pupil's educational achievement.	p*	<b>Approved Activity</b> An activity which the school deem to have a direct correlation to the pupil's educational achievement or playing sport at a national or county level.	2	<b>Educational Teaching Arrangement (ETA) / hospital tuition (organised by the EA)</b> Pupil who is currently being educated off-site by an ETA or in hospital under arrangements approved by the EA.
B*	<b>Bereavement*</b> Death of a close relative such as parent/carer, sibling, grandparent, aunt or uncle.	R*	<b>Religious Observance</b> A day set aside exclusively for religious observance by the religious body to which the parent/carer belongs, including religious festivals.	3	<b>Elective Home Education</b> Parents/carers have decided to educate their child at home and have advised the school and EA. (SA1 still to be completed.)
C	<b>Suspended</b> School have suspended pupil for fixed period.	S*	<b>Study Leave</b> Study leave should be applied only to year 11 to 14 pupils sitting public examinations during the examination timetable.	4	<b>Pupil Referral Unit - Primary</b> Pupil is being temporarily educated at a Pupil Referral Unit, arranged and approved through the EA.
D	<b>No reason provided for absence</b> It has not been possible to establish a reason within five days following pupil's return.	U*	<b>Late (after registration closed)</b> No relevant reason for lateness to code it otherwise.	5	<b>Another mainstream school (under Entitlement Framework (EF))</b> Pupil attending days or sessions at other post primary schools.
F*	<b>Family Holiday (agreed)</b> Agreed in exceptional circumstances when holiday is judged important for family cohesion, child well-being etc. e.g. following a bereavement or serious illness.	V*	<b>Educational Visit / Examination</b> School-organised trips and visits, or supervised educational trips arranged by other organisations. Recognised/public examinations and academic interviews.	6	<b>Training Organisation (under EF)</b> Pupil attending days or sessions at a training organisation.
G*	<b>Family Holiday (not agreed)*</b> Holidays taken during term time where there are no exceptional circumstances, e.g. cheaper deal or no suitable reason.	W*	<b>Work Experience</b> Work experience should be arranged by or in conjunction with the school and supervised. Can also be used for a job interview.	7	<b>FE College (under EF)</b> Pupil attending days or sessions at a FE College.
H*	<b>Other Absence</b> Reason provided is not acceptable e.g. birthday or haircut.	X	<b>Only staff should attend</b> Days on which teachers are in school and pupils are not required to attend, e.g. staff training/INSET/development days.	8	<b>Intensive Support Learning Unit (ISLU)</b> Pupil being educated off-site at an ISLU.
I	<b>Illness (not medical or dental appointments)</b> Parents must be encouraged to notify the school and provide reasons when pupil is absent due to illness.	Y*	<b>Exceptional Closure</b> Whole school is closed & permission granted by the Department e.g. severe weather, death of a pupil/ teacher or polling station.	9	<b>Child Adolescent Mental Health Service (CAMHS)/Mental Health support</b> Pupil attending sessions at CAMHS or other support organised by the EA.
J*	<b>Extended Leave (Approved)</b> Family to temporarily travel outside the UK for work purposes or for urgent specific complex family need.	#	<b>Holiday for all</b> School vacations such as half term.	<p><b>Present / Approved Educational Activity codes</b></p> <p><b>Attendance not required codes</b></p> <p><b>Authorised Absence codes</b></p> <p><b>Unauthorised Absence codes</b></p> <p>*The use of this code is at the discretion of the school. More details can be found in DE Circular 2018/12 and for further queries contact 02891279543 or <a href="mailto:attendance@education-ni.gov.uk">attendance@education-ni.gov.uk</a>.</p>	
L*	<b>Late (before registration closed)</b> Schools should have a policy on how long registers should be kept open and may keep registers open longer in circumstances such as bad weather or public transport difficulties.	!	<b>No attendance required</b> Unable to attend due to reasons outside their control such as adverse weather or failure of EA transport.		
M	<b>Medical/Dental Appointments</b> Absent from registration for a medical or dental appointment.				
N	<b>No Reason Yet Provided (temporary code)</b> To be used for first 5 days.			 <p>Department of <b>Education</b> <a href="http://www.education-ni.gov.uk">www.education-ni.gov.uk</a></p>	