

Creating and Amending Attendance Codes

DfE Attendance Codes

The Department for Education (DfE) produces a list of attendance codes that can be used to record pupils' attendance to the school. These codes must be used when recording pupils' attendance to their sessions (AM & PM) and each code has a different meaning.

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	/		Present	In for whole session	Basic
\	Present (PM)	\		Present	In for whole session	Basic
B	Educated off site (not Dual reg.)	B		Approved Educational Activity	Out for whole session	Basic
C	Other authorised circumstances	C		Authorised Absence	Out for whole session	Basic
D	Dual registration	D		Attendance not required	Out for whole session	Basic
E	Excluded	E		Authorised Absence	Out for whole session	Basic
F	Extended family holiday (agreed)	F		Authorised Absence	Out for whole session	Basic
G	Family holiday (Not agreed)	G		Unauthorised Absence	Out for whole session	Basic
H	Family holiday (agreed)	H		Authorised Absence	Out for whole session	Basic
I	Illness	I		Authorised Absence	Out for whole session	Basic
J	Interview	J		Approved Educational Activity	Out for whole session	Basic
L	Late (before registers closed)	L		Present	Late for session	Basic
M	Medical/Dental appointments	M		Authorised Absence	Out for whole session	Basic
N	No reason yet provided for absence	N		Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	O		Unauthorised Absence	Out for whole session	Basic
P	Approved sporting activity	P		Approved Educational Activity	Out for whole session	Basic
R	Religious observance	R		Authorised Absence	Out for whole session	Basic
S	Study leave	S		Authorised Absence	Out for whole session	Basic
T	Traveller absence	T		Authorised Absence	Out for whole session	Basic
U	Late (after registers closed)	U		Unauthorised Absence	Late for session	Basic
V	Educational visit or trip	V		Approved Educational Activity	Out for whole session	Basic
W	Work experience	W		Approved Educational Activity	Out for whole session	Basic
#	Planned whole or partial school closure	#		Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional c...	Y		Attendance not required	Out for whole session	Basic
X	DfES X: Non-compulsory school age ...	X		Attendance not required	Out for whole session	Basic
Z	Pupil not on roll	Z		Attendance not required	Out for whole session	Basic
-	All should attend / No mark recorded	-		No mark	No mark for session	Basic

Correct as of May 2014

Although the DfE codes must be used for pupils' attendance to sessions, you can create and use your own attendance codes for lessons. You might do this to record that a pupil is in the medical room instead of their lesson, or helping another teacher.

Creating New Codes

To create new attendance codes, go to:

PARS main menu > Attendance > Maintain codes

+ Add		
1	Isolation (/) Present In for whole session	✓
2	Medical Room (/) Present In for whole session	✓
3	Exam (/) Present In for whole session	✓
4	Present not in class (/) Present In for whole session	✓
A	An unused code (/) Present In for whole session	✗

This page will show you a list of all the custom attendance codes that have been configured. You can create a new code by clicking the “Add” button at the top right, or click on one of the attendance codes to edit it.

✕

Code:

Description:

Link to reg mark:

Active:

Code:

This is the code that will appear in teachers' registers. Ideally the code will give an indication about its meaning. For example, the number 1 looks like the letter I, so this would be a good code for "Isolation". You cannot use letters that have been used in the DfE codes.

Description:

This is what the code means; whether the pupil is in isolation, an exam, the medical room, etc.

Link to reg mark:

Custom attendance codes must be linked to DfE codes so that PARS can still calculate pupils' percentage attendance to lessons. Most of the time your custom attendance codes will be linked to a present mark (as custom codes are often used when pupils are in school but not in their class). If you are linking your code to a present mark, it doesn't matter whether you use present AM or present PM. The code that you choose is what will be written back to SIMS when attendance is saved.

Active:

If an attendance code is marked as inactive, it cannot be used.