

Early Years Childcare Register Attendance Codes

Code	Brief Description	Attendance category	Use
/	Present (AM)	Present	Use to indicate the child attended during the morning.
\	Present (PM)	Present	Use to indicate the child attended during the afternoon.
L	Late	Present	Use if a child arrives at the setting 15 minutes or more after the start of the session. Settings should actively discourage late arrival and be alert to patterns of late arrival.
V	Educational visit or trip	Present	Use for setting organised trips / visits.
C	Other authorised circumstances	Authorised absence	<p>An authorised absence that is not covered by any other code/description.</p> <p>Use only for exceptional occasions, settings should consider each request individually taking the following into account:</p> <ul style="list-style-type: none"> • the nature of the event for which the absence is sought • its frequency (is it a one-off, or likely to become a regular occurrence?) • whether the parent gave advance notice • the pupil's overall attendance pattern <p>Examples might include special occasions such as a sudden family emergency, family bereavement, prison visits, attending the wedding of a family member.</p> <p>(These examples are illustrative and not meant to be exhaustive.)</p>
H	Agreed family holiday	Authorised absence	Use if a parent/carer has told the setting they will not be attending due to being on holiday.
I	Illness	Authorised absence	Use if a parent/carer has told the setting that the child is ill and will not be attending.
M	Medical or dental appointment	Authorised absence	Use if a parent/carer has told the setting they will not be attending due to the child attending a medical or dental appointment.
O	Child was not brought	Unauthorised absence	<p>An unauthorised absence that is not covered by any other code/description.</p> <p>Use if the parent/carer has not informed the setting that the child will be absent.</p> <p>Use also where the setting has been notified but the reason for absence does not fall into the description of 'Other authorised circumstances'.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • pupil's/parent's/sibling's/relative's birthday • shopping

			<ul style="list-style-type: none"> • Due to the weather • having their hair cut • special treat • “couldn’t get up” • closure of a sibling’s school • parent being ill <p>(These examples are illustrative and not meant to be exhaustive.)</p>
R	Day set aside exclusively for religious observance	Authorised absence	Use for an absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents should be encouraged to give advance notice.
Y	Partial or enforced closure	No attendance recorded	<p>Use when the setting is closed due to inclement weather, heating or staffing issues.</p> <p>Use for planned Inset Days.</p> <p>Use also if a child is not able to attend if the setting is working on reduced numbers due to staff shortages.</p>
Z	Child not started at the setting	No attendance recorded	<p>Use this code when the child has not yet started their placement.</p> <p>If the child was due to start but was not brought, this should be an unauthorised absence (O).</p>
X	Reduced childcare placement	No attendance recorded	<p>Use to indicate a reduced childcare placement. The register will include the number of sessions each child is funded to attend.</p> <p>If a child is funded to attend less than 5 sessions, an X must be added to the other sessions to make up to 5. For example, a child attending Monday, Tuesday and Wednesday morning, the relevant attendance codes should be selected to show present or absent. As they are not attending all 5 sessions, an X must be added for the other two sessions, Thursday morning and Friday morning.</p> <p>We use this to monitor when children are not taking up all 5 sessions.</p>
#	Session is not relevant to the child	No attendance recorded	<p>Use this code for the 5 sessions in the week that are not relevant to the child.</p> <p>For example, where a child is attending 5 morning sessions, the relevant attendance or absence code should be used for each of the morning sessions. A # should be used for all 5 afternoon sessions.</p> <p>Use also for bank holidays.</p>