



School Attendance Codes

A	Authorised Absence Artistic Endeavour – not organised by school	Attending speech or dancing Festival etc. sitting external music exams. Pupils should return to school after their exam/festival is finished.	I	Authorised Absence Illness Please notify the school as soon as possible when a child is ill	If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session.
B	Authorised Absence Bereavement	Death of close relative or another relative who is a member of the household.	L	Late for School Before registration closes at 9.05am	If lateness is due to the school bus, this will be acknowledged on the pupil's records. If late after registration, a ' U ' will be marked. Parents are encouraged to make appointments out of school hours for regular dental check-ups.
C	Suspension	As per school procedures.	M	Authorised Absence Medical/Dental appointments	
D	Unauthorised Absence No reason for absence has been received after 5 school days following return	Good practice encouraged of telephoning school in the morning.	N	Unauthorised Absence No reason yet provided for absence	This code should be used for up to 5 days after return to school after which the code will be changed to D.
F	Authorised Absence Family holiday due to extenuating circumstances i.e. terminal illness	Should not include: Holidays at beginning or end of term. Cheap holidays. Desired accommodation.	O	Authorised Absence Other exceptional circumstances	Heavy snow. Wedding overseas. Travelling for cultural reasons.
G	Unauthorised Absence Family holiday (not due to extenuating circumstances)	Department of Education advises that parents should not normally take pupils on holidays in term time.	P	Marked Present Approved Educational Activity	In-school organised sport or representative at County, provincial or international level.
H	Unauthorised Absence	Other absence not covered by any other code	R	Authorised Absence Religious Observance	Absence to take part in any day set aside for exclusively for religious observance. Advance notice is encouraged.