

SEEMIS ABSENCE CODE	SEEMIS DESCRIPTION	CORRESPONDING SEEMIS LEGEND WHICH APPEARS ON REPORTS	CATEGORY	GUIDANCE NOTES FOR CLERICAL & STAFF
How it appears when recording	SEEMIS explanation of code	How code appears on individual attendance summary	Authorised - affects attendance Unauthorised - affects attendance Attendance - doesn't affect attendance Not Counted - doesn't affect attendance	When to use this code Implications of code
Default (Present)	Attendance			This is the default setting for all children and young people - attendance at school and in class. It will automatically populate for pupils when schools/ELCs are open.
LAT	Late (arrives before mid-opening)	J	Attendance	This code should be used where a child or young person has arrived late to school (within the first hour) or within first 15mins of a period.
LT2	Late (arrives after mid-opening)	K	Authorised	For secondary schools using period-by-period registration, LT2 should be used for any pupil arriving after 15 minutes of a period starting and align with the school's own attendance policy and procedures.
TBC	To be confirmed	T	Unauthorised	This is a temporary code used by class teachers to register when a pupil is not in class. If we do not receive a valid reason for an absence, this will be updated to UNA. Parents/Carers will receive a text on a Friday for any outstanding TBCs for the week.
EXC	Exclusion	X	Exclusion for School	This code can only be used to cover the periods of formal exclusion as agreed by SLT and/or Directorate as appropriate.

UNA	Truancy or Unexplained Absence	U	Unauthorised	This code counts as a Truancy or unexplained absence (inside and/or outside of school) It includes all absence for which no adequate explanation has been provided by the parent/carer. This code should be used for pupils who are in school but refusing to attend classes. Pupils who are traunting class will need to make time up at social times or after school.
SEL	Self Certified (<i>Sickness with no educational provision</i>)	D	Authorised	This code should be used where a school have received a note and/or phone call re sickness/illness, including hospital stays, with no educational provision.
PER	Medical or Dental Appointment	P	Attendance	This code should be used for any pupil attending a medical or dental appointment.
OAT	Other attendance out of school	O	Attendance	This code should be used for programmes organised and/or approved by the school e.g. split placements (college placement or networking) or interviews/visits relating to further or higher education
ABS	Other Authorised Absence	A	Authorised	This involves a child being taken out of school but remaining in the UK by parents/carers. It can be used for: § Immediate family weddings - Bereavements -Religious observances -Attendance at court -Attendance at childcare review -Attendance at children's hearing -Lack of transport (when extreme weather cancels transport e.g. school taxi's/busses or there is a 'no travel' warning in place) -Sporting & cultural events not arranged by the school, but approved by the school
SCH	In school but not in class	~	Attendance	This code should be used when pupils are attending provision at set times within their own school e.g. Nurture, Music Tuition, Youth Work, Learning Zone, Wellbeing Hub.

DCA	Exceptional domestic circumstances (authorised)	Q	Authorised	This code should be used for short-term exceptional domestic circumstances. Authorised absence under this heading covers situation such as: -period immediately after an accident or illness -period of serious or critical illness of a close related domestic crisis which causes serious disruption to the family home, this may have caused temporary relocation -domestic abuse -this code can be used for young carers e.g. care responsibility as agreed by Childs Plan or IEP
DCU	Exceptional domestic circumstances (unauthorised)	R	Unauthorised	This code should be used for those with caring responsibilities see DCA This code should be used if an absence due to caring responsibilities is not agreed through IEP/Childs Plan/CSP or has become long term.
UPH	Parental Holiday	G	Unauthorised	This code covers the majority of family term-time holidays e.g., -The availability of cheap holidays -The availability of desired accommodation -Poor weather experienced during school holidays -Holidays which overlap the beginning or end of term -Parental difficulty in obtaining leave
PHL	Authorised Parental Holiday	E	Authorised	Under exceptional circumstances schools can authorise a family holiday during term time due to parental employment: -active armed services -emergency services (only at times when holidays are dictated by service) -exceptional domestic circumstances e.g. young carers residentials or respite -professions where parents/carers are required to work away from the family for prolonged periods of time
EXL	Extended leave with parental consent	Z	Not counted	This involved a child being taken abroad by parents/carers. It is not a family holiday and will impact on a child's number of opening. It should be used for: § Extended overseas educational trips not organised by the school

				-Short-term parental placement abroad -Family returning to its country of origin (to care for relative, or for cultural reasons)
WRK	Work Experience	W	Attendance	This code should be used for: -Work experience, arranged or agreed by the school -Volunteering, arranged or agreed by the school
FLD	Field Trip	V	Attendance	These are events organised by the school and involves a group or cohort of pupils being taken out of school e.g., School Excursions.
VIS	School Visit	V	Attendance	These are events organised by the school and involves an individual or cohort of pupils being taken to another school or educational establishment e.g., P7 Induction Days.
STY	Study Leave	S	Attendance	For SQA Exam Diet only
CLO	Closed	C		This should be used when a school has had to close during term time e.g. snow, power failure & elections (management >calendar)
MED	Medically Certified	F	Authorised	Use when a doctor's certificate has been received.
HOL	Holiday	H	Not counted	MISS will pre-populate (Management>Calendar>School>Enter Holidays)
INS	In-service	I	Not counted	MISS will pre-populate (Management>Calendar>School>Enter Holidays)
PTH	Part Time Table (Health related)	=	Authorised	Part Time timetable which is health (including wellbeing) related For all PT Timetables coding should only be in place for a short period of time with regular review.
PTX	Part Time Table (exclusion related)	Y	Authorised	Part Time timetable which is exclusion (including at risk of exclusion and wellbeing) related For all PT Timetables coding should only be in place for a short period of time with regular review