

OFFICIAL-SENSITIVE

Skills, Education and Learning
Policy

SEEMIS ATTENDANCE CODING GUIDANCE FOR SCHOOLS

2024

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Introduction

This guidance has been created for schools/ELCs in Dumfries and Galloway to ensure consistency and accurate SEEMiS attendance coding.

Any enquires in relation to SEEMiS and attendance coding should be directed to the MISS Team at MISS@Dumgal.gov.uk. If contacting MISS Team it would be helpful to include the following information:

- is there a Childs Plan/IEP/CSP etc in place;
- a brief summary of context i.e., is the absence authorised by the school or unauthorised; and
- is the absence short or long.

SEEMIS Attendance Codes: Key

How it appears when recording	How code appears on individual attendance summary	SEEMIS explanation of code	Page
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(Default) Present

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
Default (Present)	Attendance	-

When to use this code?

This code will increase a pupil's overall 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.

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Late (*arrives before mid-opening*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
LAT	Late (<i>arrives before mid-opening</i>)	J

When to use this code?

This code will not impact on a pupil's overall attendance and is an authorised code.

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.

It is recommended this is used for soft starts where a pupil's timetable means they are not in school, in order to provide an accurate reflection of missed learning.

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Late (*arrives after mid-opening*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
LT2	Late (<i>arrives after mid-opening</i>)	K

When to use this code?

This code will reduce on a pupil's overall attendance but is an authorised code.

This code should be used where a child or young person has arrived late but during the second half of the opening. It should be used regardless of whether or not the lateness is for a valid reason.

Primary / ELC

Any arrival in school after morning interval should be coded as LT2.

Secondary

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.

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To Be Confirmed

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
TBC	To Be Confirmed	T

When to use this code?

This code will reduce a pupil's overall attendance and is an unauthorised absence.

This should be a temporary code used by class teachers to register when a pupil is not in class. There should be no TBCs on any pupils SEEMIS record at the end of the academic year and in advance of census. It must always be updated as soon as possible in line with schools' own policy and procedures.

If there is no explanation for absence TBC should be amended by school to UNA

This code will be reviewed on an annual basis by MISS team in advance of census.

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Exclusion

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
EXC	Exclusion	X	HT Directorate (<i>as appropriate</i>)

When to use this code?

This code will reduce a pupil's overall attendance.

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This code can only be used to cover the periods of formal exclusion as agreed by SLT and/or Directorate as appropriate. **Exclusion of a care experienced child or young person currently looked after must be approved by the Head of Schools.**

This code will be reviewed on a monthly basis by central team.

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Truancy or Unexplained Absence

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
UNA	Truancy of Unexplained Absence	U

When to use this code?

This code will reduce a pupil's overall attendance and is an unauthorised absence.

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 or identified support area within their Childs Plan/IEP.

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Self-Certified (Sickness with no educational provision)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
SEL	Self-Certified (Sickness with no educational provision)	D

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

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.

This code should be used for hospital and/or illness/sickness under 13 and a half days/27 openings. The MED and SEP code should be considered for longer absences.

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Medical or Dental Appointment

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
PER	Medical or Dental Appointment	P

When to use this code?

This code will not impact on a pupil's overall attendance.

This code should be used for any pupil attending a medical or dental appointment.

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Other Attendance Out of School

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
OAT	Other attendance out of school	O	SLT

When to use this code?

This code will not impact on a pupil's overall attendance.

This code should be used by the pupil's base school (i.e., where they are enrolled and not a copied record school). It is the responsibility of the pupil's base school to track their pupils attendance with external providers on a regular basis and amend SEEMiS accordingly as set out in their own attendance policies and procedures.

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

It should also be used for any HUB placements and/or Supporting Learners provision out with a pupils enrolled school. It should only be used in these circumstances for the specific periods/times of support and again it is the responsibility of the pupil's base school to ensure they confirm the pupils attendance.

Schools should have processes in place within their own attendance policy and/or procedures to effectively monitor and track attendance of pupils attending other educational establishments or targeted interventions.

This should not be used for pupils on bespoke/part-time timetables, see PTX and/or PTH.

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Other Unauthorised Absence

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
OUA	Other unauthorised absence	N	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an unauthorised absence.

This code should be used for reasons not covered by codes UNA or DCU. e.g., where a parent is refusing to send their child to school following a dispute with school, or when a parent/carer refuses to return their child to school without a Risk Assessment (i.e., there are health and safety concerns)

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Other Authorised Absence

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
ABS	Other Authorised Absence	A	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

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

This code should not be used for a regular or re-occurring absence e.g., training with a national sports team. It should not be used for pupils in school but refusing to attend classes, schools should consider UNA in these circumstances.

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In School but not in Class

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
SCH	In school but not in class	~

When to use this code?

This code will not impact on a pupil's overall attendance.

This code should be used if a Childs Plan/IEP/CSP and/or Safety/Relationship Plan enables them to attend another area of the school e.g., Nurture Room, School Nurse etc.

It can also be used to code targeted provision at set times within their own school e.g. Nurture, Music Tuition, Supporting Learners Input etc

It must not be used for truancy or unauthorised absences within the school building rather schools should consider UNA.

It is recommended this is used for soft starts where a pupil's timetable means they are in school but not in timetabled class to provide an accurate reflection of missed learning.

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Exceptional domestic circumstances (*authorised*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
DCA	Exceptional domestic circumstances (authorised)	Q	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

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 relative
- 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

This code should only be used on a short-term basis, if longer term provision is required e.g., a young carer requires a late start, schools should consider this as part of the child's plan and consider PTH.

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Exceptional domestic circumstances (*unauthorised*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
DCU	Exceptional domestic circumstances (unauthorised)	R	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an unauthorised absence.

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.

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Parental Holiday

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
UPH	Parental Holiday	G	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an unauthorised absence.

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

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Authorised Parental Holiday

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
PHL	Authorised Parental Holiday	E	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

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

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Extended leave with parental consent

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
EXL	Extended leave with parental consent	Z

When to use this code?

This code will not impact on a pupil's overall attendance but it will reduce the number of openings for that pupil.

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)

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Sickness with educational provision

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
SEP	Sickness with educational provision	B	SLT

When to use this code?

This code will not impact on a pupil's overall attendance.

This code should be used for pupils who are unable to attend school (due to life threatening health conditions, end of life provision or pregnancy) but accessing educational provision through the hospital educational service or LA pregnancy support.

This code is for sickness e.g., cancer, pregnancy not mental health conditions (anxiety, low mood etc)

This code will be reviewed on a termly basis by central team.

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Work Experience

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
WRK	Work Experience	W	SLT

When to use this code?

This code will not impact on a pupil's overall attendance.

This code should be used for:

- Work experience, arranged or agreed by the school
- Volunteering, arranged or agreed by the school

[RETURN TO ATTENDANCE KEY](#)

Field Trip

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
FLD	Field Trip	V	SLT

When to use this code?

This code will not impact on a pupil's overall 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.

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School Visit

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
VIS	School Visit	V	SLT

When to use this code?

This code will not impact on a pupil's overall 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.

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Study Leave

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
STY	Study Leave	S

When to use this code?

This code will not impact on a pupil's overall attendance.

This code is for SQA Exam Diet only.

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Closed

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
STY	Closed	C

When to use this code?

This code will not impact on a pupil's overall attendance but will reduce the number of openings.

This should be used when a school has had to close during term time e.g., snow, power failure & elections.

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Medically Certified

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
MED	Medically Certified	F

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

This code should be used when a doctor's certificate has been received.

Should be used where a doctor has provided a certification to support absence e.g., during exam time or post-surgery etc.

[RETURN TO ATTENDANCE KEY](#)

Missing

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
MIS	Missing	M	SLT

When to use this code?

This will not impact on a pupil's overall attendance and will reduce the number of openings.

This code should only be used if a CME has been raised.

This should only be used for a pupil if he has been raised as missing in education.

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Holiday

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
HOL	Holiday	H

When to use this code?

This will not impact on a pupil's overall attendance but will reduce the number of openings.

MISS will pre-populate.

[RETURN TO ATTENDANCE KEY](#)

In-Service

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
INS	In-service	I

When to use this code?

This will not impact on a pupil's overall attendance but will reduce the number of openings.

MISS will pre-populate.

[RETURN TO ATTENDANCE KEY](#)

Should not Attend

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary
SNA	Should not attend	H

When to use this code?

This code will reduce a pupil's overall attendance and reduce the number of openings.

This code should only be used in ELC setting.

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Part Timetable (*Health related*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
PTH	Part Timetable (<i>Health related</i>)	=	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

Part-time timetable which is health (including wellbeing) related.

For all part-time timetables coding should only be in place for a **short period of time** with regular review.

Pupils have an entitlement to their full educational provision and schools should ensure through Childs Planning meetings that the 35-hour provision is met.

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Part Timetable (*Exclusion related*)

How it appears when recording	SEEMiS explanation of code	How code appears on individual attendance summary	Codes used with approval from specific members of staff
PTX	Part Timetable (<i>exclusion related</i>)	Y	SLT

When to use this code?

This code will reduce a pupil's overall attendance and is an authorised absence.

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

Pupils have a entitlement to their full educational provision and schools should ensure through Childs Planning meetings that the 35 hour provision is met.

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