Skills, Education and Learning
Policy

SEEMIS ATTENDANCE CODING GUIDANCE FOR SCHOOLS

2024

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 term.

SEEMIS Attendance Codes: Key

How it appears in SEEMiS	SEEMIS explanation of code	How code appears on individual attendance summary	Impact on Attendance (Reduces / Maintains)	SMT approval	Page
Blank (Present)	Present (in class)	-		N/A	4
LAT	Late (*arrives before mid-opening*)	J	No impact	N/A	4
LT2	Late (*arrives after mid-opening*)	K	Reduces	N/A	4
TBC	To be confirmed	T	Reduces	N/A	5
EXC	Exclusion	X	Reduces	Yes	5
UNA	Truancy or Unexplained Absence	U	Reduces	N/A	6
SEL	Self Certified (*Sickness with no educational provision*)	D	Reduces	N/A	6
PER	Medical or Dental Appointment	P	No impact	N/A	6
OAT	Other attendance out of school	O	No impact	Yes	7
OUA	Other unauthorised absence	N	Reduces	Yes	7
ABS	Other Authorised Absence	A	Reduces	Yes	8
SCH	In school but not in class	~	No impact	N/A	8
DCA	Exceptional domestic circumstances (authorised)	Q	Reduces	Yes	9
DCU	Exceptional domestic circumstances (unauthorised)	R	Reduces	Yes	9
UPH	Parental Holiday	G	Reduces	Yes	10
PHL	Authorised Parental Holiday	E	Reduces	Yes	10
EXL	Extended leave with parental consent	Z	No impact	N/A	11
SEP	Sickness with educational provision	B	No impact	Yes	11
VHL	Virtual Home Learning	>	No impact	Yes	12
WRK	Work Experience	W	No impact	Yes	12
FLD	Field Trip	V	No impact	Yes	12
VIS	School Visit	V	No impact	Yes	13
STY	Study Leave	S	No impact	N/A	13
CLO	Closed	C	Reduces openings	N/A	13
MED	Medically Certified	F	Reduces	N/A	14
MIS	Missing	M	Reduces openings	Yes	14
HOL	Holiday	H	Reduce openings	N/A	14
INS	In-service	I	Reduce openings	N/A	15
SNA	Should Not Attend	H	Reduce openings	N/A	15
PTH	Part Timetable (Health related)	=	Reduces	Yes	16
PTX	Part Timetable (exclusion related)	Y	Reduces	Yes	16

(Default) Present
RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
Blank	Present	-	Default attendance code	N/A

When to use this code?

This is the default setting for all children / young people in C&G - attendance at school and in class. It will automatically populate for pupils when schools/ELCs are open.

Late (*arrives before mid-opening*)
RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
LAT	Late *(arrives before mid-opening)*	J	**No impact** on pupil's overall attendance. A**uthorised** code.	N/A

When to use this 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, agreed by the school, where a pupil's timetable means they are not in school, in order to provide an accurate reflection of missed learning.

Late (*arrives after mid-opening*)
RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
LT2	Late *(arrives after mid-opening)*	K	**Reduces** pupil's overall attendance. A**uthorised** code.	N/A

When to use this 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 only when a valid late reason is provided, not for refusal to attend.

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.

To Be Confirmed   **RETURN TO ATTENDANCE KEY**

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
TBC	To Be Confirmed	T	**Reduces** pupil's overall attendance. **Unauthorised** code.	N/A

When to use this code?

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 pupil's 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.

Exclusion   **RETURN TO ATTENDANCE KEY**

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
EXC	Exclusion	X	**Reduces** pupil's overall attendance.	Yes (Also Directorate if 10+ days)

When to use this code?

This code can only be used to cover the periods of formal exclusion as agreed by SMT and/or Directorate as appropriate. **Exclusion of a care experienced with current CSO child / young person must be approved by the Assistant Director, Schools.**

Will only be entered once an exclusion it put into the system through Attendance> Exclusion> Enter Temporary Exclusion.

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

Truancy or Unexplained Absence

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
UNA	Truancy or Unexplained Absence	U	**Reduces** pupil's overall attendance. **Unauthorised** code.	N/A

When to use this code?

This code counts as a Truancy or Unexplained absence (inside and/or outside of school). This code should be used for pupils who are in school but refusing or avoiding to attend classes or identified support area within their Childs Plan/IEP.

It includes all absence for which no adequate explanation has been provided by the parent/carer.

Self-Certified Sickness

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
SEL	Self-Certified (Sickness with no educational provision)	D	**Reduces** pupil's overall attendance. **Authorised** code.	N/A

When to use this code?

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 if applicable.

Medical or Dental Appointment

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
PER	Medical or Dental Appointment	P	**No impact** on pupil's overall attendance.	N/A

When to use this code?

This code should be used for any pupil attending a medical or dental appointment arranged by the parent. This also applies to appointments that will take a full day to attend due to travelling.

Other Attendance Out of School   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
OAT	Other attendance out of school	O	**No impact** on pupil's overall attendance.	Yes

When to use this code?

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 pupil's 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), interviews/visits relating to further or higher education or agreed days doing home education.

It should also be used for any HUB placements and/or Supporting Learners provision outwith 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 pupil's 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 PTH.

Other Unauthorised Absence   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
OUA	Other unauthorised absence	N	**Reduces** pupil's overall attendance. **Unauthorised** code.	Yes

When to use this code?

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).

Other Authorised Absence   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
ABS	Other Authorised Absence	A	**Reduces** pupil's overall attendance. **Authorised** code.	Yes

When to use this code?

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.

In School but not in Class   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
SCH	In school but not in class	~	**No impact** on pupil's overall attendance.	N/A

When to use this code?

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.

Exceptional domestic circumstances (authorised)   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
DCA	Exceptional domestic circumstances (authorised)	Q	**Reduces** pupil's overall attendance. **Authorised** code.	Yes

When to use this code?
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.

Exceptional domestic circumstances (unauthorised)   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
DCU	Exceptional domestic circumstances (unauthorised)	R	**Reduces** pupil's overall attendance. **Unauthorised** code.	Yes

When to use this code?
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.

Parental Holiday   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
UPH	Parental Holiday	G	**Reduces** pupil's overall attendance. **Unauthorised** code.	Yes

When to use this code?

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

Authorised Parental Holiday   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
PHL	Authorised Parental Holiday	E	**Reduces** pupil's overall attendance. **Authorised** code.	Yes

When to use this code?

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
- Temporary extended absence of traveller families (if abroad please see EXL below)

Extended leave with parental consent   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
EXL	Extended leave with parental consent	Z	**Reduces** openings, rather than actual attendance, for pupil.	Yes

When to use this code?

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)
- Temporary extended absence of traveller families

Sickness with educational provision   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
SEP	Sickness with educational provision	B	**No impact** on pupil's overall attendance.	Yes

When to use this code?

This code should be used for pupils who are unable to attend school due to life threatening and long term health conditions, (e.g. cancer, leukaemia), due to pregnancy or for diagnosed long term mental health condition, but who are accessing educational provision through the hospital educational service or LA pregnancy support.

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

Virtual Home Learning   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
VHL	Virtual Home Learning	>	**No impact** on pupil's overall attendance.	Yes

When to use this code?
To be used when a pupil is engaging in using remote/virtual home learning provision due to an unplanned absence. This would be for situations when the school is open but individual students or small groups cannot physically attend due to external factors, i.e. weather conditions, transport failure, partial school closure. If a student is <u>not</u> engaging in the remote/virtual learning provided, then their absence should be recorded using the appropriate absence code.

This should **not** be used for health or wellbeing related absences, see SEP - Sickness with Education Provision code above.

Work Experience   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
WRK	Work Experience	W	**No impact** on pupil's overall attendance.	Yes

When to use this code?
This code should be used for:
- Work experience, arranged or agreed by the school
- Volunteering, arranged or agreed by the school

Field Trip   [RETURN TO ATTENDANCE KEY](#)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
FLD	Field Trip	V	**No impact** on pupil's overall attendance.	Yes

When to use this code?
These are events organised by the school and involves a group or cohort of pupils being taken out of school e.g., School Excursions.

School Visit

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
VIS	School Visit	V	**No impact** on pupil's overall attendance.	Yes

When to use this code?

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.

Study Leave

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
STY	Study Leave	S	**No impact** on pupil's overall attendance.	N/A

When to use this code?

This code is for use during the period of time the school decides pupils can have off for study during the SQA Exam Diet. It should not be used if the pupil decides to take a study day that is not authorised by the school.

Closed

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
CLO	Closed	C	**Reduces** openings, rather than actual attendance, for pupil.	N/A

When to use this code?

This should be used when a school has had to closure during term time e.g., snow, power failure & elections. *Can only be entered by going to Management> Calendar> School> Enter holidays in C&G.*

Medically Certified

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
MED	Medically Certified	F	**Reduces** pupil's overall attendance. **Authorised** code.	N/A

When to use this code?

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

Missing

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
MIS	Missing	M	**Reduces** openings, rather than actual attendance, for pupil.	Yes

When to use this code?

This code should only be used if a CME has been raised. This should only be used for a pupil if they have been raised as Missing in Education. This should not be used for attendance issues.

Holiday

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
HOL	Holiday	H	**Reduces** openings, rather than actual attendance, for pupils.	N/A

When to use this code?

Holidays throughout the academic year are pre-populate in SEEMiS. This code should only be added after receiving instructions from the MISS team.

In-Service   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
INS	In-service	I	**Reduces** openings, rather than actual attendance, for pupils.	N/A

When to use this code?

In-Service days throughout the academic year are pre-populate in SEEMiS. This code should only be added after receiving instructions from the MISS team.

Should not Attend   RETURN TO ATTENDANCE KEY

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
SNA	Should not attend	H	**Reduces** openings, rather than actual attendance, for pupils.	N/A

When to use this code?

This code should only be used for the following two scenarios:-

- For use in ELC settings to record the openings a nursery pupil should not attend due to their pattern of hours. *Can be populated as a reoccurrence and/or in bulk using Attendance> Planned Pattern.*
- For a partial school closure i.e. nursery, learning centre. Due to not being able to use CLO, as this can only be applied to the whole school.

Page | 15

Part Timetable (*Health related*)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
PTH	Part Timetable (*Health related*)	=	**Reduces** pupil's overall attendance. **Authorised** code.	Yes

When to use this code?

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.

Part Timetable (*Exclusion related*)

How it appears in SEEMiS	SEEMiS explanation	How it appears on individual attendance summary	Impact on attendance	Approval required from SMT
PTX	Part Timetable (*exclusion related*)	Y	**Reduces** pupil's overall attendance. **Authorised** code.	Yes

When to use this code?

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.