

September 2024

Attendance Coding When a Pupil Is In receipt of Alternative Provision

Over the last few weeks, the Attendance Service has been working closely with the DfE and our neighbouring Local Authorities to obtain clarity concerning attendance coding when a pupil is in receipt of alternative provision.

Where a pupil is absent from school and receiving alternative provision, the school has a responsibility to use the correct absence code to reflect the situation. The codes to be used are dictated by the Pupil Registration (England) Regulations 2024. It is a criminal offence to not record accurately the nature of the absence or provision in place.

B Code:

For a school to use the B Code, the pupil must be attending a place, other than a school at which they are registered, for an **educational activity**.

That activity must be supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

Supervision for the purpose of this code means the pupil is physically supervised by someone who meets the definition set out in the Regulations. A parent, in this instance would not be deemed appropriate.

K Code:

For a school to use the K code, the pupil must be attending a place, other than the school or any other school at which they are a registered pupil, for educational provision **arranged by a local authority under section 19(1)** of the Education Act 1996. For example, supporting a pupil with medical needs or where the Local Authority arranges alternative provision to facilitate a transition into education, exclusions etc.

For primary schools who believe they may require alternative provision to support exclusions, medical needs, transition etc, this should be discussed with your SEND Access and Inclusion Co-ordinator who will provide guidance.

In Cambridgeshire as per the BAIP agreement, secondary schools arrange alternative provision in line with Section 19 responsibilities held by Cambridgeshire County Council, therefore for this purpose, K code can be used when Cambridgeshire secondary schools arrange alternative provision for pupils with medical needs, exclusions etc the BAIP funding.

In instances where a pupil has an EHCP and alternative provision has been put in place by the school a B code would be used. In the event where Statutory Assessment Team have put in place alternative provision then a K code can be used.

A pupil attending provision arranged by the school for anything other than medical needs must be recorded using B code instead, an approved education activity.

Remote Online Learning (Including the Robot)

The DfE have confirmed that remote education does not meet the definition for either the K or B code, and so a pupil who is not in school and receiving such alternative provision is instead to be recorded with the appropriate authorised absence code (C code).

This applies to all remote online provision, including where the provision is provided by a DfE accredited online provider.

Pupils accessing remote online learning whilst on the school site, would be coded with a present mark (if they were present at the time of the school register). Schools are unable to back date the register for pupils on a reduced timetable. If a pupil on a reduced timetable accesses school later than the schools AM and PM register (as per attendance policy) then the C2 code must be used.

In some instances, under section 19 (medical needs), school or Local Authority may put in place remote online learning in response to the specific individual medical need of a pupil, as per professional/ medical advice. In this instance, the sessions attended by the pupil in the community or home would receive a C code (absent for exceptional circumstance). Schools will therefore need to keep a separate record of the pupil's attendance with the online learning, responding appropriately if the pupil does not engage or access the online learning regularly.

Face to Face Tuition

Tuition delivered face to face in the community, home or alternative setting can be recorded with a K code, if arranged for Section 19, e.g. medical needs, exclusions etc, or with a B code if arranged for reasons other than Section 19.

The below table provides an explanation of different types of alternative provision and attendance coding.

Provision in Place	Session expected to attend	Session NOT expected to attend
Face to face tuition inside the home	K Code – Section 19 purposes B Code – NON section 19 – must be supervised by an individual that meets the criteria.	C2 Code
Face to face tuition in the community	K Code – Section 19 purposes B Code – NON section 19 – must be supervised by an individual that meets the criteria.	C2 Code
Online learning at home OFSTED approved provider	C code (regardless of reason AP has been arranged).	C2 Code
Online learning at home, CCC directory provider	C code (regardless of reason AP has been arranged).	C2 Code
Robot inside the home	C code (regardless of reason AP has been arranged).	C2 Code
Robot in the community	C code (regardless of reason AP has been arranged).	C2 Code
Therapeutic provision in the community	K Code – Section 19 purposes B Code – NON section 19 – must be supervised by an individual that meets the criteria.	C2 Code

Next Steps

The DfE states that schools and local authorities are expected to provide support to pupils who are facing barriers to attendance and should do so in the pupil's best interests rather than based on how it is recorded in the attendance register. Where remote education is provided, school can, and should, monitor participation in it and credit pupils for their efforts.

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For pupils currently accessing remote online learning/ or the robot, it is recommended that you consider the provision in place and if this provision is the most suitable for the pupils' individual medical need.

The change of recording may cause some confusion for parents and therefore it is important that expectations have been managed and the transition from one alternative provision to another is handled sensitively and with care.

Your allocated schools SEND Access and Inclusion Officers (for primary schools), and Education Inclusion Officers (for secondary schools), are available to offer support and guidance concerning alternative provision options.

Further information concerning how to support medical needs and alternative provision can be found on our Learn Together webpage [Medical Needs \(cambslearntogether.co.uk\)](https://www.cambslearntogether.co.uk).