



# Data Collection Documentation

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**Document Type:** Data Specification  
**Data Exchange:** Attendance, Absence & Exclusions  
**SEED Submission Deadline:** 19/08/2021 or 02/09/2021 – Authority choice  
**Coverage:** 2020/21 Academic Year (Authority determined)

## Document Details

### Issue History

1.0	Final	6 March 2020	Website	Approved version for 2021 uplift

### Approvals

This document requires the following approvals:

Version	Name	Representing	Signature

Signed approval forms are held by the **ScotXed** Programme Office.

### Location

File Name	Last Updated

### List of changes from 2019 to 2021

- There will be further discussion with local authorities about validation, quality assurance tables and the submission deadline and agree possible improvements.
- Several codes have been added for the recording of attendance and absence during the COVID-19 pandemic. These cover instances such as self-isolation, COVID-19 sickness, and home learning.

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## 1. Introduction

### 1.1 Purpose of this document

The purpose of this document is to define the data to be collected on ATTENDANCE, ABSENCE AND EXCLUSIONS DATA REQUIREMENTS FROM SCHOOLS and specify the validation to be performed on the data.

### 1.2 Purpose of Collection

The purpose of this collection is to obtain accurate data on Attendance, Absence and Exclusions Data Requirements From Schools, for monitoring and use in policy-making.

### 1.3 Coverage and Definition of Cohort

Data will be collected from all local authority schools and school centres. ScotXed will issue a list of expected centres closer to Census Date but local authorities should ensure that all centres are included. Submission of data by local authorities will be mandatory.

**Through Schools:** schools with a primary and secondary sharing the same SeedCode should be dealt with as two separate centres. Please contact ScotXed directly if this causes problems.

**Selection for inclusion:** Pupils with Student Status 01, 04 and 05 and Student Stages P1-7, S1-6 and SP. Base schools are responsible for all of their pupils' attendance.

**Date Range:** Data is required for the academic year as defined by the school and local authority.

### 1.4 File Naming Convention

**School to LA:** The file must be named 'SCOTXED\_YYYY\_AAE\_SSSSSSS\_YYYYMMDD\_nn.XML' where YYYY is the uplift year and SSSSSSS is the SEED code number for the school. Jordanhill data should use 910.

YYYYMMDD is the date on which the file is generated.

Nn is a sequential counter, starting at 01 and incremented by 1 each time an AAE file is generated on a given day.

**LA to SEED:** The file must be named 'SCOTXED\_YYYY\_AAE\_LLL\_YYYYMMDD\_nn.XML' where YYYY is the uplift year and LLL is the SEED number for the local authority (valid range 100-400). Jordanhill data should use 910.

YYYYMMDD is the date on which the file is generated.

Nn is a sequential counter, starting at 01 and incremented by 1 each time an AAE file is generated on a given day.

### 1.5 Information Provided

The following information is provided on the required data:

Ref	Data item reference number
Field Name	Business name of the data item to be collected
Occurrences – Min	The minimum number of occurrences of this data item to be collected. Value is '0' if collection of data item is optional

Occurrences – Max	The maximum number of occurrences of this data item to be collected. Must be greater than or equal to Occurrences-Min
Format	The format of the data item; 'n' = numeric data; 'c' = alphanumeric data; The number refers to the maximum filed length.
Valid Values – Code	Where the format is 'Code', a list of the codes which can be used
Valid Values – Signifying	For each code, the meaning of the code
Sent to SEED	Indicates whether this data item is included in the data submitted to SEED
Required	This data item is expected to be submitted to SEED for all pupils/centres.
Tag	The XML tag for the item (to be added by schema development team)
Notes	Any additional notes of relevance to the data
Error Type	Error – Data which is wrong and should be corrected, Query – Data which may be wrong and should be checked.

## 1.6 Related Documents

The document “AAE Census Guidance Notes” provided guidance to Local Authorities and MIS Developers on the requirements for and uses to be made of the data collected by this collection. This has now been incorporated into this document.

## 2. Summary of Components

The collection consists of 2 components, namely:

- Individual Level Component
- Local Authority Level Component

Each of these components is defined in detail in the sections which follow.

Format abbreviations: 'n' = numeric [0-9], 'c' = character [alphanumeric]. The number refers to the field size. E.g. 3n includes 000 to 999 inclusive. Numeric data can include leading zeros.

### 3. Individual Level Component

#### 3.1 Data Collection

Ref	Data Set	Parent	Occurrences per Parent		Notes
			Min	Max	
3.1.1.1	Local Authority		1	1	One Local Authority per file
3.1.1.2	School	Local Authority	1	N	One per school
3.1.1.3	Attendance and Absence	School	1	1	One per school
3.1.1.4	Student (A and A)	Attendance and Absence	1	N	One per student
3.1.1.5	Term	Student (A and A)	1	4	One per term
3.1.1.6	Exclusions	School	0	1	Zero or one per school
3.1.1.7	Student (Exclusions)	Exclusions	1	N	One per exclusion

#### 3.1.2 Local Authority

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
3.1.2.1	Local Authority Code	1	1	Code (3n)		Must be a valid LA code	Y	Y	la-code	

#### 3.1.3 School

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
3.1.3.1	SEED School Code	1	1	7n			Y	Y	seed-code	
3.1.3.2	Supplier Information	0	1	Text (30c)			Y	Y	Supplier-information	Allows the software supplier to provide information about the MIS used to create the XML file.

#### 3.1.4 Student Attendance and Absence

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
3.1.4.1	Student ID	1	1	Text (50c)			Y	Y	student-id	
3.1.4.2	Student Forename	0	1	Text (30c)			N	N	forename	
3.1.4.3	Student Surname	0	1	Text (30c)			N	N	surname	
3.1.4.4	Student Gender	0	1	Code (1c)	M F	Male Female	Y	Y	gender	
3.1.4.5	Scottish Candidate Number	0	1	9n		9 Digit Scottish Candidate Number	Y	Y	scottish-candidate-number	
3.1.4.6	Ethnic Background	0	1	Code (2c)	01 21 22 19 23 09 12 05 06 07 08 17 03 24 02 25 27 99 10 98	White – Scottish White – Other British White – Irish White – Gypsy/Traveller White – Polish White – Other Mixed or multiple ethnic groups Asian – Indian/British/Scottish Asian – Pakistani / British / Scottish Asian –Bangladeshi / British / Scottish Asian – Chinese / British / Scottish Asian – Other Caribbean or Black – Caribbean / British / Scottish Caribbean or Black – Other African – African / Scottish / British African – Other Other – Arab Other – Other Not Disclosed Not Known	Y	Y	ethnic-background	

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
3.1.4.7	National Identity	0	1	Code (2c)	01 02 03 04 05 99 10 98	Scottish English Northern Irish Welsh British Other Not Disclosed Not Known	Y	Y	national-identity	
3.1.4.8	Student Stage	0	1	Code (2c)		See 3.1.6.4	Y	Y	student-stage	See Code List below at 3.1.6.4
3.1.4.9	Student Status	0	1	Code (2c)		See 3.1.6.5	Y	Y	student-status	See Code List below at 3.1.6.5

### 3.1.5 Term

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Value	Signifying				
3.1.5.1	Term	1	4	Code	1 2 3 4		Y	Y	term	Definitions to be determined locally.



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Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Value	Signifying				

3.1.5.2	Attendance Codes	1	n	Code (2c)	01	Possible half-day attendances to date	Y	Y	attendance-absence-summary/data/code	include extended trips overseas includes educational visits, study leave, other attendance out of school and dental & medical appointments. includes volunteering
					02	Extended leave with parental consent				
					10	Attendance				
					11	Late 1: Arrives before 50% of opening				
					12	Work experience				
					13	Sickness with educational provision				
					14	COVID-19 sickness with provision to home learn				
					15	Self-isolation (COVID-19) with provision to home learn				
					20	Sickness with no education provision				
					21	Late 2: Arrives after 50% of opening				
					22	Family holidays authorised by school				
					23	Exceptional domestic circumstances (authorised)				
					24	Other authorised absence				
					25	Part-time Timetable (exclusion related)				
26	Part-time Timetable (health related)									
27	COVID-19 sickness without provision to home learn									
									only in exceptional circumstances includes short-term caring responsibility includes weddings; bereavements; religious observances; attendance at court, Child care Review, Children's Hearing; lack of transport; sporting & cultural events etc not arranged by the school;	

					28	Self-isolation (COVID-19) without provision to home learn					
					30	Family holidays not authorised by school					
					31	Truancy, including unexplained absence					
					32	Exceptional domestic circumstances (unauthorised)					includes ongoing caring responsibility includes 'parent isolating against advice (COVID-19)'
					33	Other unauthorised absence					
					40	Temporary exclusion					
					50	Attendance at planned home learning (COVID-19 full or partial school closure)					
					51	Absence from planned home learning (COVID-19 full or partial school closure)					

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Value	Signifying				
3.1.5.3	Value	1	n	Non-negative Integer			Y	Y	attendance-absence-summary-data/value	Number of half-day openings for each Attendance code

**3.1.6 Exclusions**

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
3.1.6.1	Student ID	1	1	Text (50c)			Y	Y	student-id	
3.1.6.2	Scottish Candidate Number	0	1	9n		9 Digit Scottish Candidate number	Y	Y	scottish-candidate-number	
3.1.6.3	Student Gender	0	1	Code (1c)	M F	Male Female	Y	Y	gender	
3.1.6.4	Student Stage	0	1	Code (2c)	P1 P2 P3 P4 P5 P6 P7 S1 S2 S3 S4 S5 S6 SP	Primary 1 Primary 2 Primary 3 Primary 4 Primary 5 Primary 6 Primary 7 Secondary 1 Secondary 2 Secondary 3 Secondary 4 Secondary 5 Secondary 6 Pupils at all stages in Special Schools	Y	Y	student-stage	
3.1.6.5	Student Status	0	1	Code (2c)	01  04  05	Pupil on roll of this school (except for those attending full time Further Education courses outside this school) Pupil on roll of this school attending full time Further Education course outside of this school Pupil on roll of this school attending full time course other than Further Education outside of this school	Y	Y	student-status	
3.1.6.6	Ethnic Background	0	1	Code (2c)			Y	Y	ethnic-background	See list code above 3.1.4.6
3.1.6.7	National Identity	0	1	Code (2c)			Y	Y	national-identity	See list code above 3.1.4.7

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Ref	Field Name	Occurrences	Format	Valid Values	Sent to SEED	Required	Tag	Notes
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3.1.6.8	Incident Type	1	N	Code (2c)	34 35 36 37 38 39 46 48 51  53 54 55 56 57 58  60 61 62 63 64 65 66 67 68 69 70 71	Fighting Spitting Verbal abuse of staff Verbal abuse of pupil Fire raising Damage to school property Threat to school property Indecent exposure Sustained peer exclusion for the purpose of causing significant distress General or persistent disobedience Insolent or offensive behaviour Refusal to attend class Parental non-cooperation Substance misuse – alcohol Substance misuse – not alcohol Physical assault with no weapon against pupil Physical assault with no weapon against staff Physical assault using weapon against pupil Physical assault using weapon against staff Physical assault using improvised weapon against pupil Physical assault using improvised weapon against staff Damage to personal property of pupil Damage to personal property of staff Theft from pupil Theft from staff Threat of sexual violence against pupil Threat of sexual violence against staff	Y	Y	incident-type	Codes start at 34 to avoid confusion with previous codes
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Ref	Field Name	Occurrences		Format	Valid Values	Sent to SEED	Required	Tag	Notes
					72 Threat of physical violence, no weapon, against pupil				
					73 Threat of physical violence, no weapon, against staff				
					74 Threat of physical violence using weapon or improvised weapon, against pupil				
					75 Threat of physical violence using weapon or improvised weapon, against staff				
					76 Threat to personal property against pupil				
					77 Threat to personal property against staff				
					78 Malicious communications against pupil				
					79 Malicious communications against staff				
					80 Slander and libel (incl. website) against pupil				
					81 Slander and libel (incl. website) against staff				
					82 Stalking of pupil				
					83 Stalking of staff				
					84 Extortion from pupil				
					85 Extortion from staff				
					99 Other				

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
3.1.6.9	Incident Motivation or contributory factor	1	N	Code (2c)	31 32 33  34 35 36 37 38  39 50  90 98	Racial Gender / sexual harassment Homophobia/ sexual orientation Disability of victim Religion Sectarian Substance misuse – alcohol Substance misuse – not alcohol Territorial/gang related Assailant medical condition/disability Other known factor Not known	Y	Y	Motivation	Codes start at 31 to avoid confusion with previous codes
3.1.6.10	Incidents in Class	0	1	Code (1n)	1 0	Yes No	Y	Y	incident-in-class	
3.1.6.11	Removed from the Register	0	1	Code (1n)	1 0	Yes No	Y	Y	removed-from-register	
3.1.6.12	Student Exclusion Start Date	1	1	Date (YYYY-MM-DD)			Y	Y	start-date	
3.1.6.13	Student Exclusion Finish Date	0	1	Date (YYYY-MM-DD)			Y	N	finish-date	
3.1.6.14	Length of Exclusion (half days)	0	1	Non-negative integer			Y	N	length-of-exclusion	
3.1.6.15	Student Exclusion Appeal	0	1	Code (1n)	0  1 2	Not appealed against  Appealed against, but not overturned Appeal pending	Y	Y	appeal	
3.1.6.16	Student Incident ID	0	1	(30c)			N	N/A	incident-id	



Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		0	1							
3.1.6.17	Number of half days with no alternative provision of education	0	1	Non-negative integer			Y	N	no-provision-days	
3.1.6.18	Temporary alternative provision found at	0	n	Code (2c)	01 02 03 04 05 06 07 08 09	Other school within LA Other school out with LA Special unit College Bridge courses Support bases Home tuition Other No provision	Y	N	interim-alt-provision	
3.1.6.19	Student Looked After at time of incident	0	1	Code (2c)	01 02	Looked after at home by the local authority, in terms of the Children (Scotland) Act 1995 Looked after away from home by the local authority, in terms of the Children (Scotland) Act 1995	Y	N	student-looked-after	No code returned if not looked after

**3.2 Validation**

**3.2.1 Schema Validation**

Ref.	Name	Tag	Validation	Error Code and Message	Error Type
3.2.1.1	LACODE	La-code	Must be present and in a valid format	100: LA Code is missing or invalid	Error
3.2.1.2	Student ID	student-id	Must be present and a valid format	1000: "Pupil ID number is missing or invalid format	Error
			Each pupil "ID" must be unique	1010: More than one pupil record with the same Pupil ID number.	Error
3.2.1.3	SEED School Code	school/seed-code (attribute)	Must be present and in a valid format	200: SEED code is missing or is in an incorrect format	Error
3.2.1.4	Gender	gender/value (attribute)	Must be a valid code	4325: Gender is invalid.	Error
3.2.1.5	Student stage	student-stage /value(attribute)	Must be a valid code	1050:Student stage is invalid.	Error
3.2.1.6	Student Status	student-status/value(attribute)	Must be a valid code	1230: Student status is invalid.	Error
3.2.1.7	Ethnic Background	ethnic-background/value(attribute)	Must be a valid code	1200: Ethnic Background is invalid	Error
3.2.1.8	National Identity	national-identity/value(attribute)	Must be a valid code	1201: National Identity is invalid	Error
3.2.1.9	Term	term/value(attribute)	Must be present and a valid code	18005: Term is missing or an invalid code	Error
3.2.1.10	Attendance Codes	attendance-absence-summary/data/code (attribute)	Must be at least one attendance-absence-summary element with one attribute. The attribute must have one of these codes	18220: Attendance-absence-summary not found, or an invalid code has been used.	Error
3.2.1.11	Attendance Values	attendance-absence-summary/data/value (attribute)	Must be a non-negative integer. Must be one attribute for each attendance-absence-summary element.	18230: attendance-absence-summary not found, or an invalid value has been used.	Error
3.2.1.12	Incident Type	incident-type/value(attribute)	Must be present and a valid code	18190: Incident type not provided or invalid values used.	Error
3.2.1.13	Incident Motivation	motivation-type/value(attribute)	Must be present and a valid code	18200: Motivation type missing or invalid value used.	Error
3.2.1.14	Incidents in Class	incidents-in-class/value(attribute)	Must be a valid value	18145: Invalid value used for incidents in class	Error

3.2.1.15	Removed from register	removed-from-register/value(attribute)	Must be a valid code	18085: Removed from register has an invalid value.	Error
3.2.1.16	Student exclusion start date	start-date/value(attribute)	Must be present and in format YYYY-MM-DD	18164: Start date missing or an invalid format	Error
3.2.1.17	Length of exclusion	length-of-exclusion/value(attribute)	Must be a non-negative integer	18185: Length of exclusion not a non-negative integer.	Error
3.2.1.18	Student Exclusion Appeal	appeal/value(attribute)	Must be a valid code	18195: Appeal has an invalid value	Error
3.2.1.19	Number of half days with no alternative provision	no-provision-days/value(attribute)	If present, must be a non-negative integer	18105: No provision days not a non-negative integer.	Error
3.2.1.20	Temporary Alternative provision found at.....	interim-alt-provision/value(attribute)	If present must be a valid code	18115: Interim-alt-provision uses an invalid value	Error
3.2.1.21	Student looked after at time of the incident	student-looked-after/value(attribute)	If present must be a valid code	18215: Student-looked-after uses an invalid value	Error

### 3.2.2 Required Data Validation

Ref.	Rule Name	Tag	Validation	Error Code and Message	Error Type
3.2.2.1	Gender missing	gender/value (attribute)	Student Gender must be present for all pupils	18000: Gender is missing.	Error
3.2.2.2	Student stage	student-stage /value(attribute)	Student Stage must be present for all pupils	18010: Student stage is missing.	Error
3.2.2.3	Student Status	student-status/value(attribute)	Student Status must be present for all pupils	18020: Student status is missing.	Error
3.2.2.4	Scottish Candidate Number	scottish-candidate-number/value(attribute)	Scottish Candidate number expected for all pupils	18240: Scottish Candidate Number is Missing.	Error
3.2.2.5	Ethnic Background	ethnic-background/value(attribute)	Ethnic Background is expected for all pupils	1205: Ethnic Background is missing	Error
3.2.2.6	National Identity	national-identity/value(attribute)	National Identity is expected for all pupils	1206: National Identity is missing	Error

**3.2.3 Conditional Validation**

Ref.	Rule Name	Summary	Validation	Error Code and Message	Error Type
3.2.3.1	Full set of attendance codes	Information must be provided for all possible openings	The value attribute where attendance-code = "01" must equal the sum of the value attributes where attendance-code is not equal to "01"	6000: Attendance/absence information is incomplete for all possible openings	Error
3.2.3.2	Length of temporary exclusion	Must be provided.	If "Removed from the register" is 0, "Length of exclusion" must be greater than zero.	18180: Length of exclusion has not been given for a temporary exclusion	Error
3.2.3.3	No alternative educational provision data	Number of half days with no alternative provision must be provided for temporary exclusions	if "Removed from the register" is 0, "No of half days with no alternative ed provision" must be greater than zero.	6010: Number of half days with no alternative provision has not been given for a temporary exclusion	Query
3.2.3.4	No provision less than exclusion	Days of no provision must be equal to or less than the total length of exclusion	if "No of days with no alternative provision" is present and greater than length of exclusion.	18221: Days without provision is greater than the total length of the exclusion	Error
3.2.3.5	Alternative ed provision greater than zero if interim provision.	If interim-alt-provision = 09, then "No of days with no alternative ed provision" must be greater than zero	If interim-alt-provision = 09, then "No of days with no alternative ed provision" must be greater than zero	6020: Number of half days with no alternative provision has not been given for a temporary exclusion	Error
3.2.3.6	Must have temp alt provision if not removed from register	if "Removed from the register " is 0 " interim-alt-provision " must be present	if "Removed from the register " is 0 " interim-alt-provision " must be present	18230: Must be Temporary Alternative Provision if not removed from register	Error
3.2.3.7	Duplicate Exclusions	A pupil cannot be excluded twice by the same centre on the same day		18260: Two or more exclusions recorded for the same pupil in one centre on one day.	Error
3.2.3.8	Duplicate incident types	The same incident type cannot be recorded twice for any one exclusion.		18270: The same incident type has been recorded twice for a single exclusion.	Error
3.2.3.9	Duplicate Motivation	The same motivation cannot be recorded twice for any one exclusion.		18280: The same motivation has been recorded twice for a single exclusion.	Error
3.2.3.10	Duplicate interim alternative provision.	The same alternative provision cannot be recorded twice for any one exclusion.		18290: The same alternative provision has been recorded twice for a single exclusion.	Error

### 3.3 QA Tables

#### 3.3.1 Notes

##### Sign-off

The ScotXed data exports should only be transmitted once the headteacher has approved and signed a paper copy of this and other aggregate and summary tables. The signed copy should be retained in the school.

##### Inclusion

Totals should only include Status '01' pupils (i.e Pupil on the roll of this school) unless reporting a Special School in which case all pupils should be included.

#### 3.3.2 Attendance and Absence

##### 3.3.2.1 Main quality assurance tables

To be agreed by head-teacher

##### **Table 1 - Number of pupils included in dataset**

(includes those who have left or joined during the year)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

##### **Table 2 - Number of possible attendances, excluding half days on extended leave due to parental consent**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

##### **Table 3 – Total number of attendances** (half-days)

(Tables 12a+12b+12c+12d)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

##### **Table 4 – Overall percentage attendance** (Table

3/Table 2)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 5 – Total number of half days authorised absence** (Tables 13a+13b+13c+13d+13e)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 6 – Overall percentage authorised absence** (Table 5/Table 2)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 7 – Total number of half days unauthorised absence** (Table 14a+14b+14c+14d)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 8 – Overall percentage unauthorised absence** (Table 7/Table 2)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 9 – Total number of half days temporary exclusion**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 10 – Percentage attendance/absence rates per term**

	attendance	authorised absence	unauthorised absence	temporary exclusion
Term 1				
Term 2				
Term 3				
Term 4 (if applicable)				

3.3.2.2 Additional Reports

**Table 11 - Number of half days due to extended leave with parental consent** (will not be included in attendance calculations)

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 12a –Number of attendances (attendance in school)** (half-days)

	P1	P2	P3	P4	...	total
boys						
girls						



total					
-------	--	--	--	--	--

**Table 12b –Number of attendances (Late, but arrives in first half of opening) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 12c –Number of attendances (Work experience) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 12d –Number of attendances (sickness with educational provision) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 13a –Number of half days authorised absence (Sickness with no educational provision) (half-days)**

	P1	P2	P3	P4	...	total
boys						

girls					
total					

**Table 13b –Number of half days authorised absence (Late, and arrives in second half of opening) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 13c –Number of half days authorised absence (Family holidays authorised by school) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 13d –Number of half days authorised absence (exceptional domestic circumstances (authorised)) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 13e –Number of half days authorised absence (other authorised absence) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

total					
-------	--	--	--	--	--

**Table 14d –Number of half days unauthorised absence (other unauthorised absence) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 14a –Number of half days unauthorised absence (Family holidays not authorised by school) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 14b –Number of half days unauthorised absence (Truancy, including unexplained absence) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 14c –Number of half days unauthorised absence (exceptional domestic circumstances (unauthorised)) (half-days)**

	P1	P2	P3	P4	...	total
boys						
girls						

**3.3.3 Exclusions**

Quality Assurance tables, to be sign-off by head-teacher

**Table 15a – Number of temporary exclusions, by stage and gender**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 15b – Number of removals from register, by stage and gender**

	P1	P2	P3	P4	...	Total
boys						
Girls						
Total						

**Table 16a – Reasons for exclusions – Incident type (more than one per exclusion possible)**

	temporary exclusions	removals from register
Fighting		
Spitting		
Verbal abuse of staff		
Verbal abuse of pupil		
Fire raising		
Damage to school property		
Threat to school property		
Indecent exposure		
Sustained peer exclusion for the purpose for the purpose of causing significant distress		

	temporary exclusions	removals from register
General or persistent disobedience		
Insolent or offensive behaviour		
Refusal to attend class		
Parental non-cooperation		
Substance misuse – alcohol		
Substance misuse – not alcohol		
Physical assault with no weapon against pupil		
Physical assault with no weapon against staff		
Physical assault using weapon against pupil		
Physical assault using weapon against staff		
Physical assault using improvised weapon against pupil		
Physical assault using improvised weapon against staff		
Damage to personal property of pupil		
Damage to personal property of staff		
Theft from pupil		
Theft from staff		
Threat of sexual violence against pupil		
Threat of sexual violence against staff		
Threat of physical violence, no weapon, against pupil		
Threat of physical violence, no weapon, against staff		
Threat of physical violence using weapon or improvised weapon, against pupil		

	temporary exclusions	removals from register
Threat of physical violence using weapon or improvised weapon, against staff		
Threat to personal property against pupil		
Threat to personal property against staff		
Threat to personal property against pupil		
Threat to personal property against staff		
Malicious communications against pupil		
Malicious communications against staff		
Slander and libel (incl. website) against pupil		
Slander and libel (incl. website) against staff		
Stalking of pupil		
Stalking of staff		
Extortion from pupil		
Extortion from staff		
Other		

**Table 16b – Reasons for exclusions – Motivating factor (more than one per exclusion possible)**

	temporary exclusions	removals from register
Racial		
Gender / sexual harassment		
Homophobia / sexual orientation		
Disability of victim		
Religion		
Sectarian		
Substance misuse – alcohol		
Substance misuse – not alcohol		
Territorial/gang related		
Assailant medical condition/disability		
Other known factor		
Not known		

**Table 17a – Number of different pupils temporary excluded, by stage and gender**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 17b – Number of different pupils removed from register, by stage and gender**

	P1	P2	P3	P4	...	total
boys						
girls						
total						

**Table 18 –Alternative provision used during temporary exclusion**

	occurrences
Other school within LA	
Other school outwith LA	
Special unit	
College	
Bridge courses	
Support bases	
Home tuition	
Other	
No provision	

**Table 19 –Exclusions by Appeal Code**

	occurrences
Not appealed against	
Appealed against, but not overturned	
Appeal pending	
Total	

**Table 20 – Number of Pupils by Ethnic Background**

Ethnic Background		
Code	Description	Number of Pupils
01	White – Scottish	
02	African – African / Scottish / British	
03	Caribbean or Black – Caribbean / British / Scottish	
05	Asian – Indian / British / Scottish	
06	Asian – Pakistani / British / Scottish	
07	Asian – Bangladeshi / British / Scottish	
08	Asian – Chinese / British / Scottish	
09	White – Other	
12	Mixed or multiple ethnic groups	
17	Asian – Other	
19	White – Gypsy / Traveller	
21	White – Other British	
22	White – Irish	
23	White – Polish	
24	Caribbean or Black – Other	
25	African – Other	
27	Other – Arab	
10	Not Disclosed	
98	Not known	
Missing code		
TOTAL	= pupils on roll during year	

**NOTE: This refers to all pupils featuring in Attendance and Absence**

**Table 21 – Number of Pupils by National Identity**

National Identity		
Code	Description	Number of Pupils
01	Scottish	
02	English	
03	Northern Irish	
04	Welsh	
05	British	
99	Other	
10	Not Disclosed	
98	Not Known	
Missing code		
TOTAL	= pupils on roll during year	

**NOTE:** This refers to all pupils featuring in Attendance and Absence

**Table 22 – Number of Exclusions by Ethnic Background**

Ethnic Background		
Code	Description	Number of Pupils
01	White – Scottish	
02	African – African / Scottish / British	
03	Caribbean or Black – Caribbean / British / Scottish	
05	Asian – Indian / British / Scottish	
06	Asian – Pakistani / British / Scottish	
07	Asian – Bangladeshi / British / Scottish	
08	Asian – Chinese / British / Scottish	
09	White – Other	
12	Mixed or multiple ethnic groups	

17	Asian – Other	
19	White – Gypsy / Traveller	
21	White – Other British	
22	White – Irish	
23	White – Polish	
24	Caribbean or Black – Other	
25	African – Other	
27	Other – Arab	
10	Not Disclosed	
98	Not known	
Missing code		
TOTAL	= exclusions in year	

**NOTE:** This refers to individual exclusions, NOT pupils: i.e. a pupil who was excluded twice counts as two

**Table 23 – Number of Exclusions by National Identity**

National Identity		
Code	Description	Number of Pupils
01	Scottish	
02	English	
03	Northern Irish	
04	Welsh	
05	British	
99	Other	
10	Not Disclosed	
98	Not Known	
Missing code		
TOTAL	= exclusions in year	

**NOTE:** This refers to individual exclusions, NOT pupils: i.e. a pupil who was excluded twice counts as two

## 4. Local Authority Level Component

### 4.1 Data Specification

#### 4.1.1 Data Collection

Ref	Data Set	Parent	Occurrences per Parent		Notes
			Min	Max	
4.1.1.1	Local Authority		1	1	One per file
4.1.1.2	Student Exclusions	Local Authority	0	n	One set per exclusion

#### 4.1.2 Local Authority

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
4.1.2.2	Local Authority Code	1	1	Code (3n)			Y	Y	la-code	Must be a valid LA code
4.1.2.3	Number of successful appeals	0	1	Non-negative integer			Y	Y	number-of-successful-appeals	

**4.1.3 Exclusions**

Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
4.1.3.1	Student ID	1	1	Text (50c)			Y	Y	student-id	1-25 characters
4.1.3.2	Scottish Candidate number	0	1	9n			Y	Y	scottish-candidate-number	
4.1.3.3	School Removed From	1	1	Code (7n)			Y	Y	school-removed-from	
4.1.3.4	Length of Exclusion (half-days)	0	1	Non-negative integer			Y	Y	length-of-exclusion	
4.1.3.5	Removed Date	1	1	Date (YYYY-MM-DD)			Y	Y	removed-date	
4.1.3.6	Number of Half Days with No Alternative Provision of Education	0	1	Non-negative integer			Y	Y	no-provision-days	



Ref	Field Name	Occurrences		Format	Valid Values		Sent to SEED	Required	Tag	Notes
		Min	Max		Code	Signifying				
4.1.3.7	Interim Alternative Provision found at	1	n	Code (2c)	01	Other School Within LA	Y	Y	interim-alt-provision	
					02	Other School Outwith LA				
					03	Special Unit				
					04	College				
					05	Bridge Course				
					06	Support Base				
					07	Home Tuition				
					08	Other				
					09	No Provision				
4.1.3.8	Long -term alternative provision found at	0	1	Code (2c)	01	Other School Within LA	Y	Y	long-term-alt-provision	
					02	Other School Outwith LA				
					03	Special Unit				
					04	College				
					06	Support Bases				
					08	Other				
					09	No Provision				

## 4.2 Validation

### 4.2.1 Schema Validation

Ref.	Name	Tag	Validation	Error Code and Message	Error Type
4.2.1.1	La-code	La-code	Must be present and a valid la-code	100: la-code is missing or invalid	Error
4.2.1.2	Successful Appeals	number-of-successful-appeals	Must be a valid value	150: Number of successful appeals is missing or invalid	Error
4.2.1.3	Student Id	Student exclusion student-id	Must be present and in a valid format	510: Student-Id missing or invalid	Error
4.2.1.4	SEED School Code	School-removed-from	Must be present and in a valid format	200: SEED code is missing or invalid	Error
4.2.1.5	Removed date	removed-date	Must be present and in a valid format	19065: Removed date invalid	Error
4.2.1.6	Length of exclusion	Length-of-exclusion	Must be a valid value	19045: Length of exclusion invalid	Error
4.2.1.7	Half days no provision	No-provision-days	Must be a valid value	19015: Number of days no provision invalid.	Error
4.2.1.8	Interim Alternative provision	Interim-alt-provision	Must be present and a valid value	19020: Interim alternative provision invalid.	Error
4.2.1.9	Long Term alternative provision	long-term-alt-provision	Must be a valid value	19035: Long term alternative provision invalid.	Error

### 4.2.2 Required Data Validation

Ref.	Name	Tag	Validation	Error Code and Message	Error Type
4.2.2.1	Length of exclusion	Length-of-exclusion	Must be present.	19040: Length of exclusion missing.	Error
4.2.2.2	Half days no provision	No-provision-days	Must be present.	19010: Number of days no provision missing.	Error
4.2.2.3	Long Term alternative provision	long-term-alt-provision	Must be present.	19030: Long term alternative provision missing	Error
4.2.2.4	Scottish Candidate Number	Scottish-candidate-number	Must be present.	19070: Scottish Candidate Number Missing	Error

### 4.2.3 Conditional Validation

Ref.	Name	Tag	Validation	Error Code and Message	Error Type
	Duplicate interim alternative provision.	The same alternative provision cannot be recorded twice for any one exclusion.		18290: The same alternative provision has been recorded twice for a single exclusion.	Error

## 5. XML Message Structure – School to LA

```

<?xml version="1.0" encoding="UTF-8" ?>
<individual-student-attendance-absence-exclusions xmlns="http://www.scotxed.net/2013B/schemas/school-to-la-individual-
student-attendance.xsd" xmlns:cdt="http://www.scotxed.net/2013B/schemas/common-data-types.xsd"
xmlns:stu="http://www.scotxed.net/2013B/schemas/student-enumerations.xsd"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.scotxed.net/2013B/schemas/school-to-la-individual-student-attendance.xsd
C:\ScotXed\PROXED\SchemaFiles\2013Bcollections\attendance-absence-exclusions\school-to-la-individual-
student-attendance.xsd">
<local-authority la-code="000">
<school seed-code="0000000" supplier-information="String">
<attendance-absence>
  <student student-id="String">
    <forename value="String" />
    <surname value="String" />
    <gender value="M" />
    <scottish-candidate-number value="000000000" />
    <student-stage value="P1" />
    <student-status value="01" />
    <ethnic-background value="01" />
    <national-identity value="01" />
    <term value="4">
      <attendance-absence-summary-data code="01" value="1" />
    </term>
  </student>
</attendance-absence>
</exclusions>

```

```

<student student-id="String">
  <scottish-candidate-number value="000000000" />
  <gender value="M" />
  <student-stage value="P1" />
  <student-status value="01" />
  <ethnic-background value="01" />
  <national-identity value="01" />
  <incident-type value="34" />
  <motivation value="31" />
  <incident-in-class value="1" />
  <removed-from-register value="1" />
  <start-date value="2000-01-01" />
  <finish-date value="2000-01-01" />
  <length-of-exclusion value="1" />
  <appeal value="0" />
  <incident-id value="0000000" />
  <no-provision-days value="1" />
  <interim-alt-provision value="01" />
  <student-looked-after value="01" />
</student>
</exclusions>
</school>
</local-authority>
</individual-student-attendance-absence-exclusions>

```

## 6. Guidance Notes for Completion and individual Data Items

Where the school is closed for holidays, staff training etc, or where pupil are not required to attend e.g. some P1 pupils only attend half-day in the first weeks, pupils should be marked as 'not required', and these openings should not be included anywhere in the data.

Item ID	Name	Requirement	Notes on Completion
---------	------	-------------	---------------------

3.1.3	SEED School Code	This is the main identifier for the school	This item must be provided for all schools. This is the 7-digit code allocated by SG to all schools. SG will provide lists of school codes to the software suppliers, though schools should already know their codes in most cases.
3.1.4.1 3.1.6.1 4.1.3.1	Student ID	The Student ID is the key unique identifier of pupils within school and local authority (LA) management information systems (MIS). Student ID will be used for additional data management and quality assurance purposes, together with linking to other ScotXed datasets for statistical analysis purposes only where necessary.	This should be picked up automatically from the school management information system.
3.1.4.4 3.1.6.3	Gender	Used in this case only for producing quality assurance tables to be signed off by head teachers before data is sent.	This should be picked up automatically from the school information management system. A value of M or F must be provided.
3.1.4.5 3.1.6.2 4.1.3.2	Scottish Candidate Number	The SCN is the key unique identifier of pupils within the Scottish education system. The SCN will be used for data management and quality assurance purposes, together with linking to other ScotXed datasets for statistical analysis purposes only.	This should be picked up automatically from the school management information system.
3.1.4.8 3.1.6.4	Student Stage	Used in this case only for producing quality assurance tables to be signed off by head teachers before data is sent.	This should be picked up automatically from the school information management system. A value from the Stage code list must be provided. For special schools, as part of the data transfer process, the code SP will be provided as the stage of all pupils, even if the school has allocated a primary or secondary stage value (e.g. P1, S2, etc) to these pupils on the school system. For schools that use these stage values there is no need to change them on the old school system. Where a child has changed stages during the year, the stage at the end of the academic year will be used.
3.1.4.9 3.1.6.5	Student Status	The Student Status variable identifies pupils who are officially on the roll of the school. Data exchanges may include records for pupils who attend some classes in the school but who are on the roll of another school. The Student Status variable distinguishes between pupils who are on the roll of the school and those who are not. This variable also identifies adults included on the roll of the school.	This should be picked up automatically from the school information management system.  Use code 01 for pupils who are on the roll of the school.  Code 02 identifies pupils who attend classes in the school (and so may be included in the school MIS) but who are on the roll of another school. [Information for code 02 pupils should be included in the data from the school where the pupil is on the school roll, not their temporary host school.]

			<p>Adults, normally 18 years of age or more on 1 March preceding the census date, should be identified with code 03.</p> <p>Pupils who have not reached the statutory school leaving age but who attend a further education college on a full time basis with the agreement of the school and local authority should be identified with code 04 (and will not be counted on the school roll).</p> <p>SG For pupils on the roll of a school but who are participating in non-FE external provision code 05 should be used. Examples of the type of provision for which this is appropriate are: Spark of Genius; Right Track; Helm. If you are unsure whether a programme of provision fits within this definition, please contact the ScotXed office for advice. Status 05 will be treated in the same way as status 01 for future GAE calculations. Code 06 should be used for Pre-school children in a special school.</p> <ul style="list-style-type: none"> <li>• Code 99 has been removed and should not be used.</li> </ul>
3.1.5.1	Term	This information will allow analysis of different causes of absence in different terms of the school year.	In most cases, only codes 01 (term 1), 02 (term 2) and 03 (term 3) will be used. Some schools may use a four term system.
3.1.5.2	Attendance Codes – Code 01	Used as the denominator for calculation of attendance rates.	The number of possible half day attendances while the pupil is on the school roll. This will normally be the same for all children in the school, unless a pupil has joined or left the school part way through. Do not reduce these figures if the pupil is on extended leave overseas (as these will be subtracted by SG), on study leave, or for any other form of absence, authorised or unauthorised. For primary 1 pupils involved in a 'staggered start' arrangement, the school should record correctly those half days when the pupil is not required to attend. Again, do not reduce the number of possible half day attendances as the MIS will automatically take account of these. Please refer to Advice Note SXD 03/2006 <i>Accurate recording of exclusion data</i> .
3.1.5.2	Attendance Codes – Code 02	Used to identify extent of absence due to this category.	Extended leave with parental consent is not to be considered the same as a family holiday. Extended leave with parental consent should be recorded separately outside the figures for attendance and absence, and includes circumstances such as: <ul style="list-style-type: none"> <li>• extended overseas educational trips not organised by the school</li> </ul>

			<ul style="list-style-type: none"> <li>• short-term parental placement abroad</li> <li>• family returning to its country of origin (to care for relative, or for cultural reasons)</li> </ul> <p>Further guidance on what is categorised as <i>Extended Leave with Parental Consent</i> will be found in SG circular <i>School Attendance and Absence 5/03 and its addendum. However, it should be made clear that this is not part of the Attendance &amp; Absence statistics calculations, either in the numerator or denominator.</i></p>
3.1.5.2	Attendance Codes – Code 10	Used to identify attendance.	<p>Include</p> <ul style="list-style-type: none"> <li>• attendance in school</li> <li>• educational visits organised by the school</li> <li>• study leave during the period from the official start date of the national exam timetable (i.e. date of first exam) until timetabled lesson restart. No study leave is to be given outwith this period.</li> <li>• Other attendance out of school [e.g. pupil on a day release to a college or another school for a specific subject]. It is the responsibility of the host school to inform the originating school if the pupil is absent.</li> <li>• Medical and dental appointments that last <b>less</b> than an opening should be recorded as attendance. However, should the appointment last for a full opening then it must be recorded within “Sickness with no Educational Provision”.</li> </ul>
3.1.5.2	Attendance Codes – Code 12	Used to identify attendance under this category.	<p>Include</p> <ul style="list-style-type: none"> <li>• Work experience, arranged or agreed by the school</li> <li>• Volunteering, arranged or agreed by the school</li> </ul>
3.1.5.2	Attendance Codes – Code 13	Used to identify attendance under this category.	This may include time spent on sick leave or maternity leave, with proof such as a parental letter or medical certificate, and where adequate educational provision has been made. Adequate educational provision is as set out in SG circular 5/2001, <i>Guidance on Education of Children Absent from school through Ill-health.</i>
3.1.5.2	Attendance Codes – Code 14	Used to identify attendance under this category.	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and can undertake learning at home. This should not include those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.
3.1.5.2	Attendance Codes – Code 15	Used to identify attendance under this category.	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and can undertake learning at home. This



			includes those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.
3.1.5.2	Attendance Codes – Code 11	Used to identify attendance/ absence under this category.	Where a pupil has arrived late but during the first half of the opening, this will be marked as late (L1). This is regardless of whether the lateness is for a valid reason. For schools using period-by-period registration, any registration in periods beginning in the first half of the opening will be converted to an overall L1 code for the opening (even if a later period is missed)
3.1.5.2	Attendance Codes – Code 20	Used to identify absence under this category.	This would include any time where a pupil is off sick, with proof of illness such as a parental letter or medical certificate, and section 14 of Education (Scotland) Act 1980 is not applicable. See SG circular 5/2001, and the document <i>Guidance on Education of Children Absent from school through Ill-health</i> .  Medical/Dental appointments that last the duration of a <b>full</b> opening should be recorded within this field.
3.1.5.2	Attendance Codes – Code 21	Used to identify attendance/ absence under this category.	Where a pupil has arrived late but during the second half of the opening, then this will be marked as Late (L2). This recording is regardless of whether the lateness is for a valid reason. For schools using period-by-period registration in periods beginning in the first half of the opening, will be converted to an overall L2 code for the opening (even if a later period is subsequently missed). Included in summary Authorised Absence Statistics though LAs may choose to include Late2 in a pupil's attendance statistics.
3.1.5.2	Attendance Codes – Code 22	Used to monitor absence in this category.	Under exceptional circumstances schools can authorise a family holiday during term time. Such circumstances may include: <ul style="list-style-type: none"> <li>• important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.</li> </ul> A family holiday classified under the “authorised absence” category should not include reasons such as: <ul style="list-style-type: none"> <li>• The availability of cheap holidays</li> <li>• The availability of desired accommodation</li> <li>• Poor weather experienced during school holidays</li> <li>• Holidays which overlap the beginning or end of term</li> <li>• Parental difficulty in obtaining leave</li> </ul>

			Further guidance on what is categorised as <i>Family holiday authorised by the school</i> will be found in SG circular <i>School Attendance and Absence 5/03</i> and its addendum.
3.1.5.2	Attendance Codes – Code 23	Used to identify absence under this category.	This relates to short-term exceptional domestic circumstances. Absences related to short-term exceptional domestic circumstances can be classified as both authorised and unauthorised absence. Authorised absence under this heading covers situations such as: <ul style="list-style-type: none"> <li>• the period immediately after an accident or illness</li> <li>• a period of serious or critical illness of a close relative</li> <li>• a domestic crisis which causes serious disruption to the family home, causing temporary relocation</li> </ul> Further guidance on what is categorised as <i>Exceptional domestic circumstances (authorised)</i> will be found in SG circular <i>School Attendance and Absence 5/03</i> and its addendum.
3.1.5.2	Attendance Codes – Code 24	Used to identify absence under this category.	Includes <ul style="list-style-type: none"> <li>• Immediate family weddings</li> <li>• Bereavements</li> <li>• Religious observances</li> <li>• Attendance at court</li> <li>• Attendance at child care review</li> <li>• Attendance at children’s hearing</li> <li>• Lack of transport – including due to bad weather</li> <li>• Sporting &amp; cultural events not arranged by the school, but approved by them.</li> </ul>
3.1.5.2	Attendance Codes – Code 25	Used to identify absence under this category	Include all absence under a formal part-time arrangement related to exclusion
3.1.5.2	Attendance Codes – Code 26	Used to identify absence under this category	Include all absence under a formal part-time arrangement related to health
3.1.5.2	Attendance Codes – Code 27	Used to identify absence under this category	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and is unable to undertake learning at home. This should not include those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.
3.1.5.2	Attendance Codes – Code 28	Used to identify absence under this category	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and is unable to undertake learning at home. This includes those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.

3.1.5.2	Attendance Codes – Code 30	Used to identify absence under this category	<p>Under exceptional circumstances schools can authorise a family holiday during term time. Such circumstances may include:</p> <ul style="list-style-type: none"> <li>• important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.</li> </ul> <p>A family holiday classified under the “authorised absence” category should not include reasons such as:</p> <ul style="list-style-type: none"> <li>• The availability of cheap holidays</li> <li>• The availability of desired accommodation</li> <li>• Poor weather experienced during school holidays</li> <li>• Holidays which overlap the beginning or end of term</li> <li>• Parental difficulty in obtaining leave</li> </ul> <p>Further guidance on what is categorised as <i>Family holiday authorised by the school</i> will be found in SG circular <i>School Attendance and Absence 5/03</i> and its addendum.</p>
3.1.5.2	Attendance Codes – Code 32	Used to identify absence under this category	<p>This relates to short-term exceptional domestic circumstances. Absences related to short-term exceptional domestic circumstances can be classified as both authorised and unauthorised absence. Authorised absence under this heading covers situations such as:</p> <ul style="list-style-type: none"> <li>• the period immediately after an accident or illness</li> <li>• a period of serious or critical illness of a close relative</li> <li>• a domestic crisis which causes serious disruption to the family home, causing temporary relocation</li> </ul> <p>However, where additional services provided by the LA to address this situation have not been taken up, leading to continued absence, this is considered to be unauthorised.</p>
3.1.5.2	Attendance Codes – Code 31	Used to identify absence under this category	Include all absence for which no adequate explanation has been provided.
3.1.5.2	Attendance Codes – Code 33	Used to identify absence under this category	<p>Include any other reasons for <b>unauthorised</b> absence; e.g. where a parent is refusing to send their child to school following a dispute with school, or when a parent refuses to sign a behaviour agreement following an exclusion.</p> <p>Includes ‘parent isolating against advice (COVID-19)’ - where a parent has chosen to keep their children away from school as a precautionary measure where there is no advice to take such measures.</p>

3.1.5.2	Attendance Codes – Code 40	Used to identify absence under this category.	<p>Include all pupils excluded from school on a temporary basis. Information should be consistent with that supplied in the exclusions data.</p> <p>Where a decision has been taken to remove a pupil from the register following an exclusion, the school is not expected to continue to mark the pupil as absent.</p> <p>For further clarification please refer to the ScotXed Advice Note <b>SXD04/2006</b> – “Accurate recording of absence of pupils who are excluded from school for a period of time on a ‘temporary’ basis.”</p>
3.1.5.2	Attendance Codes – Code 50	Used to identify attendance under this category.	Where a pupil is scheduled to be undertaking home learning due to a full or partial closure of their school and is not known to be absent from this.
3.1.5.2	Attendance Codes – Code 51	Used to identify absence under this category.	Where a pupil is scheduled to be undertaking home learning due to a full or partial closure of their school but is known to be unable to undertake this. Covers all reasons for absence.
3.1.6.8	Incident Type	To identify reason for exclusion	Include all applicable categories
3.1.6.9	Incident Motivation	To identify reasons for and factors in exclusions	Include all applicable categories
3.1.6.10	Incidents in Class	This information is optional for transfer to SG	Record whether the exclusion resulted from an incident in class
3.1.6.11	Removed From Register	To identify whether a temporary exclusion or a removal from the register	Record details if the pupil has been removed from the register.
3.1.6.14	Length of Exclusion	For calculation of length of exclusion	Temporary exclusions only. Record the duration of the exclusion in half days.
3.1.6.15	Student Exclusion Appeal	For calculation of how many exclusions are unsuccessfully appealed against.	Record whether the decision to exclude was appealed against by the parent or pupil.
3.1.6.16	Student Incident ID	<u>Not required by SG.</u> Requested by some authorities	Record the incident number related to the exclusion.
3.1.6.17	Number of half-days with no alternative provision	To monitor the <u>half days</u> lost with no alternative provision due to exclusion	Record the number of half days absence due to temporary exclusion with no adequate alternative education provision provided.
3.1.6.18	Temporary alternative provision found at	To monitor the type of alternative provision used during exclusion.	Record the nature of the main alternative provision of education used during a temporary exclusion.

3.1.6.19	Student Looked After at time of incident	To monitor exclusions of children looked after by the local authority.	Record whether the pupil is looked after by the local authority at the time of the incident or exclusion.
4.1.2.3	Number of Successful Appeals	Some authorities have been advised that, following a successful appeal against an exclusion, the record of the exclusion should be removed from their system. This information is required for monitoring of the number of exclusions that are successfully appealed against.	Record the number of appeals which have been successfully appealed against during the previous year.
4.1.3.4	Length of Exclusion	For calculation of half days lost due to exclusion	Record the duration of the exclusion in half days, from the start of the exclusion to the commencement of long-term provision.
4.1.3.6	Number of Half Days with No Alternative Provision of Education	To monitor the number of half days lost with no alternative provision due to removal from register	Record the number of half days absence due to removal from the register with no adequate alternative education provision provided.
4.1.3.7	Interim Alternative Provision found at	To monitor the type of temporary alternative provision used during exclusion	Record the nature of the main temporary alternative provision of education used during a removal from the register.
4.1.3.8	Long-term alternative provision found at	To monitor the type of permanent alternative provision used following exclusion	Record the nature of the main permanent alternative provision of education used following a removal from the register.

## SEEMiS COVID-19 Attendance/Absence Codes

Scottish Government have worked in collaboration with Local Authorities to define a set of COVID-19 related Attendance/Absence codes. The codes are now available within Click+Go to help ensure that student attendance can be recorded accurately.

### Attendance

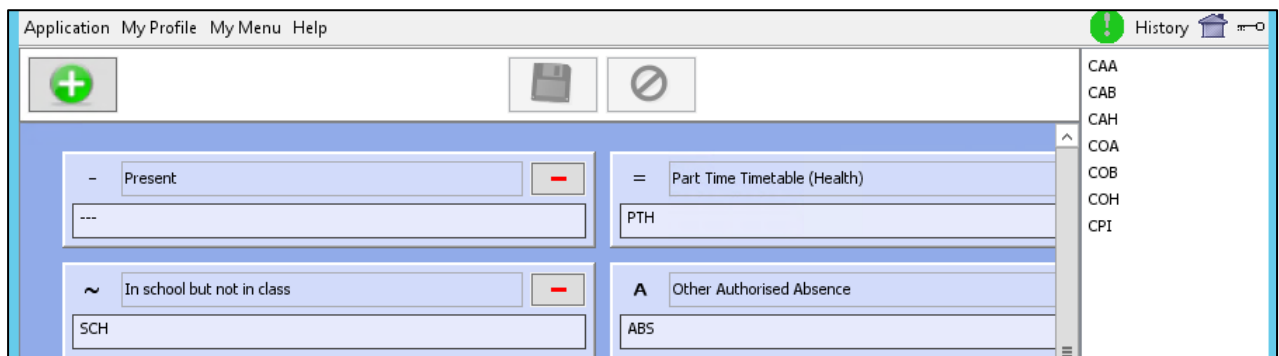
Establishments that are using the attendance system will see the COVID-19 codes available in screens like General Registration, Block Registration, Send Attendance Message etc. They will be mapped to the single character and short codes as per the table at the end of this document. No further action will be required by the establishment. The codes will not be available in the screens used to record period by period attendance by the class teacher, for example, Registration or Register by Staff.

### New Attendance

For establishments using New Attendance, the COVID-19 codes will be available within all screens used to record the student's attendance, for example Absence Event Management. As it is possible for each establishment to tailor the single character code, the code that will be shown on the attendance report printed through Pupil Profile, each establishment will need to map the attendance/absence codes as per the instructions below. Failure to do so will mean the report will show '? Unable to match code' for that student.

- My Profile
- Pilot
- Attendance
- Absence Code Mapping

When first accessing this screen, any SEEMiS codes that are not already mapped will be shown down the right hand side.

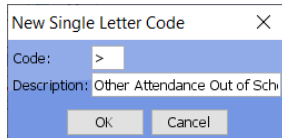


As per the table below, some of the single character codes assigned to the COVID-19 codes are already in use.

To add a new short code, select the + icon at the top left of the screen:



Enter the relevant details in the pop up that appears as follows:



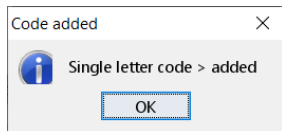
New Single Letter Code

Code: >

Description: Other Attendance Out of Sch

OK Cancel

Select OK - the following success pop up will display. (Note that the Single Letter Code must be unique)



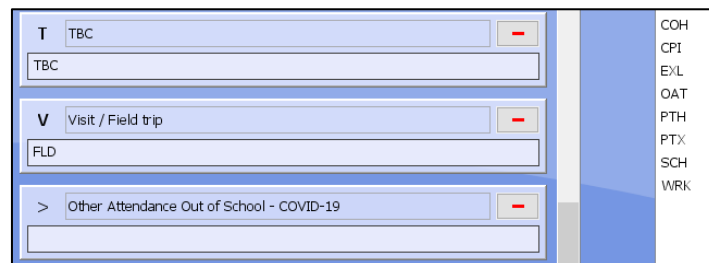
Code added

Single letter code > added

OK

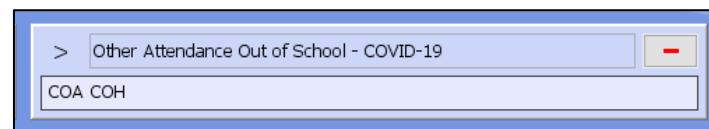
Select OK.

The new entry will display as follows:



T	TBC	-	COH
	TBC		CPI
V	Visit / Field trip	-	E\L
	FLD		OAT
>	Other Attendance Out of School - COVID-19	-	PTH
			PTX
			SCH
			WRK

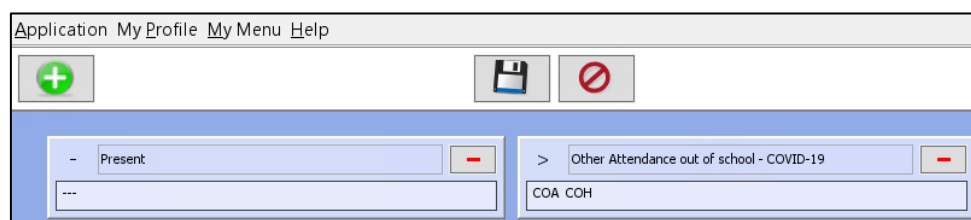
To map the SEEMiS code to the Short code, click on the required code from the selection on the right hand side and drag it over to the appropriate cell. More than one SEEMiS code can be selected per short code as follows:



> Other Attendance Out of School - COVID-19

COA COH

After any changes are made, select the Save icon at the top of the screen.



Application My Profile My Menu Help

+ Save

- Present

> Other Attendance out of school - COVID-19

COA COH

SEEMiS			Circumstances that this may be used in	ScotXed	
Short	Full	Description		Code	Attendance/Absence Reason
>	COA	Attendance – Self Isolation – Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and can undertake learning at home. This includes those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.	15	Attendance
A	CAA	Auth. Abs. – Self Isolation Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and is unable to undertake learning at home. This includes those pupils who are asked to self-isolate, who are required to quarantine, and those who are asked to shield at level 4.	28	Other Authorised Absence
F	CAB	Sickness unable to home lrn Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and is unable to undertake learning at home.	27	Other Authorised Absence
B	COB	Sickness able to home lrn Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and can undertake learning at home.	14	Attendance
>	COH	Home Learning - Attendance	Where a pupil is scheduled to be undertaking home learning and is not known to be absent from this.	50	Attendance
A	CAH	Home Learning - Absence (Any Reported)	Where a pupil is scheduled to be undertaking home learning but is unable to undertake this. Covers all reasons for absence including sickness, family	51	Other Authorised Absence
N	CPI	Parent isolating against advice C. virus	Where a parent has chosen to keep their children away from school as a precautionary measure where there is no advice to take such measures.	33	Other Unauthorised Absence
	CLO	Should not attend school closure – Coronavirus USE EXISTING SCHOOL CLOSURE CODE VIA Application > Management > Calendar> School >Enter Holidays	Where a decision has been taken at National or Local Authority level to close a school to limit the spread of the virus.	–	Not sent to ScotXed



## Revision History

Version	Date	Comments	Name
V1	16/03/2020	Initial release of document due to new COVID-19 Attendance/Absence marks	HA
V2	17/03/2020	Updated Attendance/Absence Reason for CSP code and added CLO to table	AF
V3	04/082020	Updated based on guidance from Scottish Government, amended codes available	HA
V4	17/09/2020	Update to include change to COVID Attendance codes COA and COH	NM
V5	01/12/2020	Updated Circumstances in table for codes COA and CAA as per request from Scottish Government	HA