

1 Background

The law requires that all schools including independent schools have an admission register and, except for schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

2 Why it matters

A school register is a legal document that must be kept for by law. A school's attendance records are important for effective attendance management. They also provide evidence in the event of prosecution of parents under the Education Act 1996, or if seeking an education supervision order or a school attendance order.

3 Important Considerations

All schools have a responsibility to ensure that they have robust IT back-ups in place. This covers both MIS systems and any documents on the network.

7 Other Codes

- E** - Exclusion with no alternative provision
- Y** - Unable to attend due to exceptional circumstances can also be used where a pupil is in custody and is detained for a period of less than four months
- J** - An interview with a prospective employer or other educational establishment
- P** - Supervised sporting activity approved by school
- V** - Educational visit or trip approved by school
- W** - Work experience in final 2 years of compulsory school age

Registers and Codes



4 Authorised Absence Codes

- / ** - present am and pm
- H** - leave has been granted at the Head's discretion in the most exceptional circumstances for a holiday.
- I** - Illness. In most cases a parent's explanation is sufficient.
- M** - Medical/Dental appointment
- R** - Religious observance - see separate 7 Minute Briefing on Absence Requests
- S** - Study Leave
- B** - Offsite education activity - must record nature of activity
- C** - Leave of absence this can include participating in a performance supported by licence or BOPA; temporary part time table; pupil is pregnant.
- X** - Non compulsory school age - used on days they do not plan to attend
- Z** - before agreed start date
- #** - Planned whole or partial school closure

6 T,B and D Codes

- T** - Traveller absence. Related to travel for occupational purposes. Please see separate 7 Minute Briefing on GRT.
- D** - Dual attendance. Each school should only record the pupil's attendance and absence on the days the child is due to be in. D indicates they are not expected to attend your school on that day. **Schools need to consider who and how unexplained absence is followed up.**
- B** - Off site educational activity. Approved by the school and nature recorded. **Ultimately schools are responsible for safeguarding and welfare of a pupil whilst recording a B code.**

5 Unauthorised Codes

- G** - Holiday not granted or in excess of agreed amount
 - O** - unauthorised with no reason given or school is not satisfied with reason
 - U** - Late after registration
- Remember** - **N** is temporary and should be followed up in a timely manner (max of 5 working days)