



# SHERFIELD SCHOOL

## Attendance and Registration

This policy applies to all pupils in the school, including in the EYFS

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Head of School	Caroline Taylor

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## School Attendance and Registration Policy

**Rationale:** Once a pupil is accepted, the school will be actively involved in encouraging his/her full attendance at school as this is a key determinant of achievement. Sherfield School expects that pupils' attendance will at least reach the average attendance in independent schools. The maintenance of attendance registers must be met in accordance with the Independent School Pupil Registration Regulations.

**Linked policies and cross-references:** SOM: Marketing, Managing the Media; Compliments and Complaints Policy; Customer Service and Hospitality; Scholarships and Bursaries;

**Point of reference:** Head of School

### Aims

- To ensure that regulatory requirements for maintaining attendance registers as per the Independent School's Inspectorate requirements are met.
- To implement consistently the procedures for monitoring and responding to unacceptable or exceptional levels of attendance and punctuality.

### Responsibilities:

Registration: Bursar in liaison with Senior Administrator

The school will comply with the legal requirement to complete attendance registers twice a day. Tutors (responsible for pupil registration), in liaison with the Heads of Phase, are required to follow up on reasons for lateness, persistent poor punctuality and absence letters.

All absences must be explained with a note signed by the parent(s), a record via ParentMail or the Parent Portal, or a phone call from a registered contact number.

The following must be reported to Hampshire Local Authority, via their secure portal, and the UKVI, via the SMS: 10 days of unauthorised absence other than for reasons of sickness or leave of absence, failure to attend regularly, and deletion from the school register when the next school is unknown.

If a parent has not contacted the school by one hour after the pupil's start time to give a reason for absence, the school receptionist will contact the parent or carer. If the parent or carer is unobtainable, the school will follow the missing child policy.

## Recording Attendance

*The following DfE codes are used to record attendance.*

Code	Definition
/ \	Present
B	Educated off-site (NOT Dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (i.e. pupil attending another establishment)
E	Excluded (No alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (NOT agreed or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason has yet provided for the absence
O	Unauthorised Absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registration closed)
V	Educational visit or trip
W	Work experience
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Enforced closure
Z	The pupil not on roll
#	School closed to pupils.

## Holidays During Term Time

Absence is not routinely authorised for holidays taken during term-time. This information must be published in the school prospectus. A Head of Phase is able to authorise absence for special or unusual circumstances e.g. a special family event (e.g. wedding, funeral, degree congregation, national or international performance).

For all-day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session using the electronic MIS (iSAMS). It must show whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school (approved by the 'proprietor' and supervised by a person approved by the proprietor or head, and including work experience or sporting activity);
- (iv) unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by the school or local authority, where the home is not within walking distance);
- (v) taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- (vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Where the reason for absence is not initially known, under the 'old' system (still allowable in an independent school), an O is entered, and a reason entered within the O at a later stage if it is known (ideally within two weeks), but if a reason is never established the O remains as unauthorised absence (see below for the 'new' system, which is optionally available in an independent school).

For convenience and to act as a check on pupils' whereabouts for reasons of welfare or health and safety, Sherfield School registers boarding as well as day pupils, but this is not a legal requirement. Similarly, it is not a specific legal requirement to register children of pre-school age or sixth-form students. However, for welfare, health and safety, pastoral and educational reasons, it is recommended that they should be registered in a similar way. In the case of sixth-form students, the distinction between authorised and unauthorised absence is not necessary, and the timing of registration may be more flexible.

**Electronic registers.** One of the important changes introduced by the 2006 legislation concerns the keeping of electronic attendance registers, which need not necessarily be printed out as in the past. Under the new Regulation, where the admission or attendance register is kept by means of a computer, the register must be backed up in the form of an electronic, micro-fiche or printed copy not less than once a month (*Regulations 15(2) and (5)*). For example, each month's permanent electronic copy might be stored on a CD or flash drive/USB device. Each of these additional copies of the admission register and the attendance register must be retained for three years after the end of the school year in question, as it must be hand-written in ink. Previous to September 2006, the requirement for computerised registers was to keep an annual print-out of the admission register and a monthly print-out of the attendance registers.

Changes have also been introduced in relation to other aspects of registration, as indicated below.

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school (*Regulation 5(3)*).

A pupil may be marked in the attendance register as unable to attend because of exceptional circumstances where the school site, or part of it, is closed or where transport normally provided for that pupil by the school or the local authority is unavailable (*Regulation 6(1)*).

Where a pupil is attending another school at which he/she is a registered pupil, he/she must be marked in the attendance register as attending an approved educational activity (*Regulation 6(4)*).

Where a pupil is registered at more than one school, his/her name may only be deleted from the admission register of a school which he/she has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode) (*Regulation 8(1)(c)*).

Before deleting a pupil's name from the admission register on the ground that he/she has not returned from a leave of absence exceeding 10 days, both the proprietor and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is (*Regulation 8(1)(f)*).

The period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation has been changed to 20 school days and additionally, the proprietor must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause (*Regulation 8(1)(h)*).

The name of a pupil who is detained in pursuance of a final court order or order of recall may now only be deleted from the register where that order is for a period of not less than four months and where the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period (*Regulation 8(1)(i)*).

The requirement to make a return to the local authority where a pupil's name is deleted on certain grounds is extended. That requirement now applies to deletions under Regulation 8(1)(d),(e),(g),(i) and (m) and also applies as soon as the grounds for deletion are met and in any event before deleting the pupil's name (*Regulation 12(3)*), for details see The Education (Pupil Registration) (England) Regulations 2006.

## Annex 1: Registration Codes Additional information

### REGISTRATION CODE: / \

Brief Description	Present / = am \ = pm
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	In the whole session
DfES Definition	Present at registration

#### Additional useful information:

- If a pupil were to leave the school premises after registration, they would still be counted as present for statistical purposes.
- However, for Health and Safety reasons, schools need to be aware of where pupils are, particularly those leaving or arriving on the premises during a session. This might be achieved through a paper system in the school office to record that a pupil has left the school premises during the session.
- Pupils who are present in facilities or provisions other than normal lessons, such as learning support units and so-called “internal exclusion”, are recorded using these codes.

### REGISTRATION CODE: B

Brief Description	Educated off-site (NOT Dual registration)
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for the whole session
DfES Definition	Where a registered pupil on roll is currently being educated off-site
Relevant Regulation	6 (4)

#### Additional useful information:

This code can be used for all pupils, including Travellers’ children, who are present at educational provision which is not in a school.

Examples of when this code would be used are:

- Attending taster days at other schools
- Pupils attending another school as ‘guest pupils’

- Pupils attending vocational courses at college
- Pupils attending alternative provision arranged and or agreed by the school
- Pupils undertaking work experience as part of an alternative curriculum or alternative provision (pupils undertaking work experience under section 560 of the Education Act 1996 should be recorded under Code W)

Schools should ensure that they have in place arrangements whereby the provider of the alternative activity provided “off site” can notify the school of any absences by individual pupils so that the school can record the pupil absence using the relevant absence code.

This code must not be used when pupils are attending alternative provision on the school’s premises.

NOTE: 1

Schools should not use this code if a pupil has an agreed part-time timetable as part of reintegration or transition. The school is authorising the absence for the sessions so that the pupil is not required to be in school, and the pupil should be recorded as Code C for those sessions.

#### REGISTRATION CODE: C

Brief Description	Other authorised circumstances (not covered by another appropriate code/description)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	Special occasions at the discretion of the school

#### Additional useful information:

(These examples are illustrative and not meant to be exhaustive)

Only exceptional occasions warrant a leave of absence. Schools should consider each request individually, taking the following into account:

- The nature of the event for which leave is sought;
- Its frequency (is it a one-off, or likely to become a regular occurrence?);
- Did the parent give advance notice
- The pupil’s overall attendance pattern.

Examples might include special occasions such as attending the wedding of a family member, family bereavement, and prison visits.

#### Public Performances

- Where a pupil is absent because they are taking part in a public performance, it is still the school which decides whether to authorise the absence, even if the pupil is being employed under a licence issued by a local authority.

#### Young Carers

- In a genuine crisis, a school can approve an absence for a child to care for a relative until other arrangements can be made. The school should set a time limit for absences and set some school work so the pupil does not fall behind while at home.

#### Birth of a Child



- Support should be directed to keeping the pupil in school wherever possible and to return her to full-time education as soon as possible after the birth.
- A pupil who becomes pregnant should be allowed no more than 18 weeks of authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.
- Further guidance is available in DfES Circular 0629/2001 at the following site:  
<http://www.dfes.gov.uk/schoolageparents/>

#### At the request of the school

A pupil has been placed on an agreed part-time timetable, e.g. as part of a staggered intake or reintegration package.

#### Pupils affected by a partial closure in 2006/7

See advice on dealing with partial closures on Code Y.

#### **REGISTRATION CODE: D**

Brief Description	Dual registration (i.e. pupil attending another establishment)
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for the whole session
DfES Definition	The law allows for dual registration of pupils at more than one school. Where a pupil is dually registered at institutions X and Y, institution X marks the pupil-approved educational activity while they are attending institution Y and vice-versa. Both institutions share responsibility for the child. Failure to attend either institution at the proper time without good reason is an unauthorised absence.

#### **Additional useful information:**

This code is to be used when a pupil is dually registered at two schools and, for the session in question, they are not required to attend your school.

The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance.

Pupils who are dually registered at two schools should be registered as such in both schools' information management systems (MIS) under "pupil enrolment status". For example - A student who is on a roll at school A but attending school B (which could be the PRU or a special school).

- School A - record M (Main - dual registration)
- School B - record S (Subsidiary - dual registration)

This code can be used for Traveller children when it is known that:

- they are attending another school, and
- are dually registered at both schools.

It should NOT be used unless these two conditions are met.

Schools should ensure that they have in place arrangements whereby the school where the pupil is scheduled to be can notify the “other” school of any absences by individual pupils so that both schools can record the pupil's absence using the relevant absence code.

#### REGISTRATION CODE: E

Brief Description	Excluded (No alternative provision made)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	<p>A pupil who is excluded for a fixed period remains on the school roll but cannot attend the school.</p> <p>Alternative provision should be arranged for that pupil but, if it is not, the absence should be treated as authorised as it results from decisions made by the school.</p> <p>Similarly, the absence of a permanently excluded child for whom alternative provision is not made should be treated as authorised while any review or appeal is in progress.</p>

#### Additional useful information:

This code is used to record pupils' absence because:

- they have been excluded, **and**
- no provision has been made for them to continue their education whilst excluded.

It must **not** be used to record the fact that the pupil has been excluded.

If a permanent exclusion is confirmed, the pupil's name should be removed from the school roll on the school day either:

- After the appeal committee's confirmation of permanent exclusion,
- On expiry of the time allowed for appeals to be made; and
- If the pupil takes up a place elsewhere.

The school is responsible for making alternative arrangements for an excluded pupil who remains on the school roll either directly or in conjunction with an agreed provider of alternative provision.

If the alternative provision made is attendance at a PRU, the pupil should be recorded under Code D as the pupil is, in effect, dually registered at both institutions. In these circumstances, the pupil's status as recorded in the school MIS system changes from Current single registration (C) to Current main (Dual registration) (M).

If the pupil is “internally excluded”, then the attendance should be recorded using the normal marks for present.

If the alternative provision made is attendance at any other provider (agreed by the LA\*), the pupil should be recorded under Code B as the pupil is being educated off-site.

In all cases where an alternative provision is made and the pupil is absent, the absence should be recorded using the appropriate code and not Code E.

- Guidance on LA “approval of alternative providers” is available on [teachernet](#)

**REGISTRATION CODE: F**

Brief Description	Extended Family Holiday (agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	<p>Parents should not normally take pupils on holiday in term time. They must apply for leave in advance of taking it. Each request for holiday absence should be considered individually taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it. Schools should invite parents to discuss any proposed holiday in term time.</p> <p>Pupils who fail to return to school within ten days of the end of extended leave of absence may be deleted if both the school and LA fail to locate them and they do not have good reason to be absent.</p> <p>Schools can only agree to the absence of more than ten school days in a school year (and should not regard ten days as the norm).</p>
Relevant Regulation	7 and 8(f)

**Additional useful information:**

This category is also for extended holidays where the Head of School has agreed exceptional circumstances.

A pupil who takes ten days authorised holiday in an academic year will only attain **94.7%** attendance. A pupil who is authorised to take a ten-day holiday from September to May (the annual DfES absence survey time period) will only attain **93.8%**. These are the figures that appear in the performance tables.

If a school agrees absence and the pupil goes on holiday for 10 days or fewer, absence is authorised (use Code H).

If the parents do not apply for the leave of absence in advance of taking it, the pupil must be recorded as unauthorised absent using code G.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

If the school considers that there are exceptional circumstances under why the pupil should be granted approval for a holiday of more than ten days, this approval can be given, and the absence would be authorised and recorded under Code F. Examples include:

- parent working abroad for a fixed, medium-term period; and returning to the country of origin.

**REGISTRATION CODE: G**

Brief Description	Family Holiday (NOT agreed <u>or</u> days in excess of agreement)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	<p>Parents should not normally take pupils on holidays in term time and must apply for the leave in advance of taking it. Each request for holiday absence should be considered individually, taking into account the age of the child, the time of year proposed for the trip, its nature and parental wishes, the overall attendance pattern of the pupil, the child's stage of education and progress; and whether circumstances warrant it. Schools should invite parents into school to discuss any proposed holiday in term time.</p> <p>With LA agreement, schools may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence, such as illness.</p> <p>Schools should only, exceptionally, agree to the absence of more than ten school days in a school year (and should not regard ten days as the norm).</p>
Relevant regulation	7

**Additional useful information:**

A pupil who is authorised to take ten days holiday during one whole academic year will only attain **94.7%** attendance

A pupil who is authorised to take a ten-day holiday from September to May (the annual DfES absence survey time period) will only attain **93.8%**. These are the figures that appear in the performance tables.

If a school agrees absence and the pupil goes on holiday for 10 days or less, absence is authorised (use Code H).

If the parents do not apply for the leave of absence in advance of taking it, the pupil must be recorded as unauthorised absent using code G.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of more than ten days, this approval can be given, and the absence would be authorised and recorded under Code F.

**REGISTRATION CODE: H**

Brief Description	Family Holiday (agreed)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	<p>Parents should not normally take pupils on holidays in term time and parents must apply for the leave in advance of taking it . Each request for holiday absence should be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress; and whether circumstances warrant it. Schools should invite parents to discuss any proposed holiday in term time.</p> <p>With LA agreement, schools may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence, such as illness.</p> <p>Schools should only, exceptionally, agree to the absence of more than ten school days in a school year (and should not regard ten days as the norm).</p>
Relevant Regulation	7

**Additional useful information:**

A pupil who is authorised to take a ten-day holiday during one whole academic year will only attain **94.7%** attendance.

A pupil who is authorised to take a ten-day holiday from September to May (the annual DfES absence survey time period) will only attain **93.8%**. These are the figures that appear in the performance tables.

If a school agrees absence and the pupil goes on holiday for 10 days or less, absence is authorised (use Code H).

If the parents do not apply for the leave of absence in advance of taking it, the pupil must be recorded as unauthorised absent using code G.

If a school does not agree absence and the pupil goes on holiday, absence is unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

If the school considers that there are exceptional circumstances why the pupil should be granted approval for a holiday of more than ten days, this approval can be given, and the absence would be authorised and recorded under Code F.

## REGISTRATION CODE: I

Brief Description	Illness (NOT medical or dental etc. appointments)
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	Missing registration through illness is an authorised absence. If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.  If the authenticity of the illness is in doubt, schools can record the absence as an unauthorised absence (Code O) but should advise parents of the school's intention. Schools can request parents to provide medical evidence to support absence on the grounds of illness.  A pupil receiving medical treatment on-site should be marked 'present'.
Relevant Regulation	6(2)

### **Additional useful information:**

This code is to be used when parents phone to say that their child is ill. Parents should always be advised to notify the school as soon as possible when a child is ill. It could also be used when parents send a letter after the period of illness to explain the child's absence.

Absence at registration due to a medical, dental or hospital appointment should be recorded using Code M.

Attendance at interviews (Year 11 only) should be recorded using Code J.

While schools can request medical evidence to support absence on the grounds of illness, schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Unnecessary requests will block GP appointments, which, in turn, could delay the treatment of others, and doctors report that it is difficult to provide retrospective evidence, particularly if they did not treat the pupil. Medical evidence can take the form of sight of prescriptions, appointment cards, etc., rather than Doctors' Notes.

**REGISTRATION CODE: J**

Brief Description	Interview
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for the whole session
DfES Definition	Interviews with prospective employers or another educational establishment.
Relevant Regulation	6(4)

**Additional useful information:**

This code should be used to record time spent in interviews with prospective employers or for a place at a further or higher education establishment (Year 11 only). It should not be used for interviews for other employment.

The school should be satisfied that the interview is linked to future education or employment prospects, and the school staff should normally ask for advance notice and proof of the appointment.

**REGISTRATION CODE: L**

Brief Description	Late (before registers closed)
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	Late for session
DfES Definition	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open. The Secretary of State recommends that thirty minutes from the beginning of registration would be reasonable.  In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

**Additional useful information:**

It has been asked by many schools/LAs if schools could have an agreed time for the close of registration. This is not possible due to the individual needs of each school.

**REGISTRATION CODE: M**

Brief Description	Medical/Dental appointments
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	<p>Missing registration for a medical or dental appointment is an authorised absence.</p> <p>Parents and pupils should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a pupil is an irregular attender.</p> <p>If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.</p> <p>A pupil receiving medical treatment on-site should be marked 'present'.</p>

**Additional useful information:**

For Health and Safety reasons a system must be in place to record that a pupil has either arrived at school or left the premises during the session.

Medical appointments include:

- Attendance at a GP's surgery;
- Attendance at a dentist's surgery; and
- Hospital appointments (not a stay in hospital, for which Code I should be used).

**REGISTRATION CODE: N**

Brief Description	No reason has yet been provided for the absence
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	No reason for absence
Relevant Regulation	6(3)

**Additional useful information:**

Every endeavour should be made to establish the reason for a pupil's absence from school. Until a reason is obtained, the absence must be coded using Code N. If no reason for absence is provided after a reasonable amount of time, Code N should be replaced with Code O.

If pupils are unexpectedly absent and their parents do not contact the school, the school should contact them under the first-day calling arrangements.

**Code N should not be left showing on a pupil's attendance record indefinitely.**



Schools should ensure they have systems and procedures in place to follow up these absences and establish the reason for absence, ideally within a two week timescale.

**REGISTRATION CODE: O**

Brief Description	Unauthorised Absence (not covered by any other code/description)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Out for the whole session
DfES Definition	Unauthorised Absence

**Additional useful information:**

Examples:

- Pupil's/parent's/sibling's birthday
- Shopping
- Having their hair cut
- Market day
- "Couldn't get up"
- Closure of a sibling's school for INSET (or other) purposes

**REGISTRATION CODE: P**

Brief Description	Approved sporting activity
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for the whole session
DfES Definition	The pupil is participating in or attending an approved sporting activity.
Relevant Regulation	6(4)

**Additional useful information:**

The activity must be supervised by a person authorised on that behalf by the Head of School.

The pupil must be taking part in the activity; spectating at events such as following the local football club and sporting victory parades must not be treated as approved educational activity.

If schools have concerns about the appropriateness of an activity they can seek advice from the sports' national governing body. However, the final decision rest with the school and they should take the effect on the pupil's general education into account.

**REGISTRATION CODE: R**

Brief Description	Religious observance
Statistical Meaning	Authorised Absence
Physical Meaning	Out for whole session
Legal Meaning	Absent
DfES Definition	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents should be encouraged to give advance notice.
Relevant Regulation	6(2)(b)

**Additional useful information:**

This is interpreted to mean that if the parent's religious organisation sets the day as a religious festival then the school must authorise the absence. Where necessary, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If the religious body has not set the day apart there is no requirement for the school to approve the absence or grant a leave absence.

**REGISTRATION CODE: S**

Brief Description	Study leave
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DfES Definition	Study leave should be used sparingly and only for Year 11 pupils during mock and public examinations.

**Additional useful information:**

Many schools are electing to seek alternatives to study leave as there is evidence that a high proportion of students do not have the skills, or are not inclined, to make the best use of large amounts of unsupervised and unstructured revision time.

The Specialist Schools Trust have produced a booklet 'Beyond Study Leave' written by heads and endorsed by SHA and NAHT which provides practice examples of alternatives to study leave. This can be found at:

<http://www.specialistschools.org.uk/publications/default.aspx?q=beyond%20study%20leave&f=1&s=1&c=publications>

In addition the DfES has produced a GCSE Booster Pack DFES reference 0678- 2004 which provides materials for teachers and students to help them perform as well as they can in GCSE examinations. It is available on:

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=leadership&ProductId=DfES+0678-2004>

Schools should bear in mind that any session given to pupils as study leave has a statistical meaning of authorised absence and should be recorded and reported on by the school as such.

When calculating the use of study leave, and therefore authorised absence, schools must bear in mind that pupils cannot leave school until the last Friday in June.

#### REGISTRATION CODE: T

Brief Description	Traveller absence
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Physical Meaning	Out for whole session
DfES Definition	Traveller child when the family is travelling

#### Additional useful information:

A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (Fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

To help ensure continuity of learning for Traveller children, dual registration is allowed. A school cannot remove a Traveller child from the school roll while they are travelling if it is the base school.

If the pupil's family are known to be travelling but it is not known whether the pupil is attending educational provision (at a school or other provider), the absence should be authorised and recorded using code T.

If the pupil is known to be dual registered and present at another school during the session in question, the attendance should be recorded using code D.

If the pupil is known to be present (during the session in question) at other educational activity which meet the requirements of the regulation on approved educational activity, the attendance should be marked using codes B, J, P, V or W as appropriate.

If the pupil is known to be absent from other provision for reasons other than traveling (e.g. illness, unexplained absence) the appropriate code should be used.

Children from "traveller" families are subject to the same rules as other children in terms of required to attend school. However, there is a defence available to traveller families if prosecuted for non attendance provided that the child has attended a school for at least 200 sessions in the 12 months ending when legal proceedings are started

## REGISTRATION CODE: U

Brief Description	Late (after registration closed)
Statistical Meaning	Unauthorised Absence
Legal Meaning	Absent
Physical Meaning	Late for session
DfES Definition	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open. The Secretary of State recommends that thirty minutes from the beginning of registration would be reasonable.  In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

### Additional useful information:

This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise.

*Example:*

If a pupil arrives late (after registers have been closed) due to a doctor or dentist appointment, the code M would be used.

If a pupil arrives late (after registers have been closed) because they couldn't find their shoes/their school uniform was drying in the tumble dryer/their younger sibling was playing up etc, the code U would be used.

It has been asked if all schools could have an agreed time for the close of registration. This is not possible due to the individual needs of each school.

For Health and Safety reasons, schools need to be aware of where pupils are, particularly those leaving or arriving on the premises during a session. This might be achieved through a paper system in the school office to record that a pupil has arrived on the school premises during the session.

**REGISTRATION CODE: V**

Brief Description	Educational visit or trip
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DfES Definition	School organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.
Relevant Regulation	6(4)

**Additional useful information:**

Further information on running visits is available from  
[www.teachernet.gov.uk/teachingandlearning/library/schoolvisits/](http://www.teachernet.gov.uk/teachingandlearning/library/schoolvisits/)

**REGISTRATION CODE: W**

Brief Description	Work experience
Statistical Meaning	Approved Educational Activity
Legal Meaning	Attending approved educational activity
Physical Meaning	Out for whole session
DfES Definition	Work experience under section 560 of the Education Act1996. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly.
Relevant regulation	6(4)

**Additional useful information:**

Work experience is for pupils in the last two years of compulsory schooling. A child shall be taken to be in his/her last year of compulsory schooling from the beginning of the term at his/her school which precedes the beginning of the school year in which he/she would cease to be of compulsory school age.

**Only supervised work experience can be counted as Approved Educational Activity. Work experience undertaken as part of an alternative curriculum or alternative provision should not be recorded using this code. Such work experience is legitimate education "off site" .**

## REGISTRATION CODE: X

Brief Description	Untimetabled sessions for non-compulsory school-age pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Absent
Physical Meaning	Not required to be in school
DfES Definition	Pupils who have not attained the age of 5 years at the start of the term in which the session takes place or were 16 years before the start of the school year in which it takes place.

### Additional useful information:

The Regulations require the register to be taken for both compulsory age and non-compulsory age pupils. The difference between the two set of records is that the school does not have to record whether or not the absence is authorised for non-compulsory age pupils.

However, we recommend that this code is used to record sessions that non-compulsory school-age children are not expected to attend and use the standard codes to record other absence. This will not affect schools' and LAs' attendance statistics, particularly those published by the Department, because it does not collect statistics for non-compulsory school-age pupils. It will help schools to easily identify when pupils have missed lessons. **This code must not be used to record the absence of children of compulsory school age or any form of exclusion.**

If a school places a compulsory school age pupil on a part time timetable, for example as part of re-integration, then the school is authorising the pupil's absence from the sessions not in the timetable. That absence should be recorded under Code C. Schools should not place pupils on part-time timetables for an indefinite period and should monitor it and the pupil.

If a pupil is registered at more than one school, attendance at other school(s) should be recorded under code D with absence from them all recorded in the normal way.

## REGISTRATION CODE: Y

Brief Description	Enforced closure
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Unable to attend to due exceptional circumstances
Physical Meaning	Not required to be in school
DfES Definition	Where the school site, or part of it, is closed due to unavoidable cause or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available.
Relevant Regulation	6(5)

### Additional useful information:

For the purposes of recording attendance and absence, "official transport" is that arranged and funded by the school or local authority such as dedicated buses, taxis and public transport passes.

Examples include:

- road conditions make some roads impassable with the result that the school bus or taxi can only collect some of the pupils;
- public transport not available to those issued with passes due to major incident;
- burst boiler;
- floods; and
- damage.

This code should not be used for planned closures of the school site which should be recorded as Code #. It must not be used for pupils on part-time timetables or any form of exclusion.

This mark should be used where the official transport is withdrawn by the school or local authority (or with its agreement). It should not be used for pupils who "miss the bus" and could use a later service thereby arriving late.

Where the whole school is forced to close in exceptional circumstances, this can be recorded in electronic attendance recording systems by way of a "system wide" entry for the whole school and applying the enforced closure to all pupils in the school.

Where only part of the school is forced to close in exceptional circumstances, e.g. one site housing 2 year groups or classes, this can be recorded in electronic attendance recording systems by way of selecting the year groups or classes and applying the partial enforced closure to all pupils in the year group or class. (See Note 1 below for special arrangements for the 2006/7 academic year).

Where the enforced closure relates to pupils following a failure of school/LA provided transport, this can be recorded in electronic attendance recording systems by way of selecting the pupils as a group and applying the partial enforced closure to all pupils in that group. (See Note 1 below for special arrangements for the 2006/7 academic year).

### NOTE 1

Electronic attendance/absence recording systems, whether part of MIS systems or not, will not be capable of recording partial closures of schools for "exceptional circumstances" from the start of the 2006/7 academic year. From the start of the 2006/7 academic year, all systems have been designed to apply Code Y as a "system wide" entry for the whole school. Special arrangements, therefore, are being made for the 2006/7 year and it is expected that all systems will be compliant with the new regulations from the start of the 2007/8 academic year.

In 2006/7, schools are advised to use Code C (Other authorised absence) in respect of each pupil affected by a partial enforced closure. They must not use any of the codes which have the legal meaning of approved educational activity as the pupils will be unsupervised and will not be undertaking educational activity. Alternatively, schools could make manual adjustments to print outs of the attendance register on a weekly basis (see page 3).

**REGISTRATION CODE: Z**

Brief Description	Pupil not on roll
Statistical Meaning	Not counted in possible attendances
Legal Meaning	Pupil not registered at the school
Physical Meaning	Not required to be in school
DfES Definition	None
Relevant Regulation	5(3)

**Additional useful information:**

School MIS systems store details of pupils who are to be admitted in a “pre admission group” which is then “rolled forward” at the start of term. This helps schools to have details on new pupils in their MIS system as soon as possible. However, some pupils do not turn up (because they have started somewhere else) but they are still “on roll” as far as the computer is concerned until they are made a “leaver”. While “on roll” in this way, they will be shown as “unauthorised” absent unless they can be marked as “not yet on roll” in the computer.

**Under the 2006 Regulations (Regulation 5), schools must now put pupils on the admissions register on the first day that the school expects them to attend not, as previously, when they first attend. Schools should also remember that all pupils on the admissions register must also be entered on the attendance register and their attendance recorded. If a pupil is expected to arrive at a school i.e. in a “pre admission group”, but does not, in fact, arrive to attend REGISTRATION CODE: #**

Brief Description	School closed to pupils
Statistical Meaning	Not counted in possible attendances
Legal Meaning	No session held
Physical Meaning	Not required to be in school
DfES Definition	None

**Additional useful information:**

This code should be used for whole school planned closures. Examples are

- between terms;
- half terms;
- occasional days when the whole school (including staff) are on holiday;
- weekends (if required by the system);
- teacher INSET days; and use of schools as polling stations.



**Annex 10: Absence During Term Time**

Absence is not routinely authorised for holidays taken during term-time. In the event of unusual or special circumstances you may apply for authorised absence using the following form.

<b>Name of child</b>	
<b>Class</b>	

<b>Dates absence applied for</b>	
<b>Reasons for application</b>	

**Signed**.....

**Date**.....

.....

*Absence Reply Slip*

**Name of child.....**

**Dates absence requested.....**

**Further to your application the absence will be recorded as:**

**Authorised**

**Not authorised**

**Signed.....**

**Date.....**