

Attendance and Registration Policy

Rewritten May 2026 – Review date July **2027**

1.0 Introduction

1.1 Our Vision for Attendance

At Bradford Christian School, we believe that every day at school matters. Regular attendance is essential for pupils to benefit fully from their education, develop positive relationships, and achieve their potential. We are committed to working in partnership with families to ensure all pupils attend school regularly and punctually.

1.2 The Importance of Regular Attendance

Regular attendance at school is important for children to benefit from their education. Research shows that failing to attend school regularly leaves children vulnerable and falling behind. Children with poor attendance tend to achieve less in EYFS, Primary, Middle and Upper School.

Children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks.

1.3 What Regular Attendance Means

Regular attendance means attending school every day, arriving at school on time and attending every lesson.

1.4 Government Expectations

The government expects schools to:

- Promote good attendance and reduce absence including persistent absence
- Ensure every pupil has access to full time education to which they are entitled
- Act early to address patterns of absence.

1.5 Parental Responsibility

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (from age 5 to age 16) receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

1.6 School's Safeguarding Duty

The safeguarding of our pupils is paramount when they are in our care. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action. For this reason, the Governing Body's policy on attendance and registration aims to ensure every pupil is accounted for on each of the days school is open.

1.7 Attendance Expectations

The government expects pupils to maintain high attendance levels. Leaders place a high priority on improving attendance and punctuality, at whole-school level and for different groups, including for those who are occasionally, persistently and severely absent.

As a school we will contact parents once attendance levels drop below 95% to work with them to try and improve their child's attendance.

2.0 Attendance and EYFS Funded Places

2.1 Importance of Regular Attendance in EYFS

Bradford Early Years require that Bradford Christian School as a funded placement provider inform all parents of children in EYFS that regular attendance during the hours applied for in a funded placement is very important.

2.2 Monitoring EYFS Attendance

Attendance records of all EYFS funded children will be monitored regularly.

2.3 Follow-up Procedures for EYFS Absences

If a child is absent and the reason is not known for two or more days, Bradford Christian School will contact the parent to ascertain the reason for non-attendance. If attendance does not improve, a letter will be sent to parents explaining that their place is funded by the local authority and that attendance is monitored, and that where possible the child should be accessing the hours that they are funded for.

2.4 Changed Attendance Patterns

Where a child has reduced attendance and no explanation has been provided, Bradford Christian School will contact parents to ascertain why the attendance pattern has changed, and whether a new attendance pattern needs to be agreed in the short or long term.

2.5 Persistent Poor Attendance in EYFS

If attendance does not improve after two weeks, Bradford Christian School will write to parents explaining the impact of reduced attendance on their child's development.

2.6 Record Keeping for EYFS

In both cases, any correspondence or efforts to contact the family will be kept and a note made on the individual child's records for evidence for funding audits.

3.0 Registration

3.1 Registration Times and Register Closing Times

The school will take the attendance register at the start of the morning session of each school day and once during the afternoon session. The register will close at the same time every day, for both morning and afternoon sessions. This will be no longer than 30 minutes after the session begins.

The school's registration times are:

Primary:

- Morning registration: 8.55am (register closes at 9.25am)
- Afternoon registration: 1.00pm (register closes at 1.30pm)

Secondary:

- Morning registration: 8.55am (register closes at 9.25am)
- Afternoon registration: 1.30pm (register closes at 2.00pm)

Any late arrivals before the register has closed will be marked with code L. Any pupils arriving after the register has closed will be marked as absent with code U, or another absence code if that's more appropriate.

3.2 Electronic Registration System

Bradford Christian School uses an electronic management information system (MIS) to keep our attendance register, as expected by the DfE.

3.3 Responsibility for Registration

It is the class teacher or cover supervisor's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session. Completion may be delegated to a Learning Support Assistant (LSA). All registers must be completed by 9.15am for the morning session. Specific instructions for staff on registration are contained in Annex A.

3.4 Follow-up of Absences

School office staff will follow up on absences to find out the reason, make sure proper safeguarding action is taken, identify if the absence is approved or not, and identify the correct code to use on the electronic register. Office staff monitor registers daily and call home for all absent pupils by 9.15am where the office has not been notified of a reason for absence.

4.0 Absence

4.1 Planned Absences

Parents should inform the school, in writing, by email or phone where an absence is planned, e.g. hospital appointments. As far as possible, medical/dental appointments should be made out of school hours to avoid disruption to the child's education.

4.2 Unplanned Absences

Where a child is absent due to illness or any other reason, parents are asked to inform school by telephone as soon as possible and by 8.45am at the latest in the first instance via the school office, and by letter on the child's return.

4.3 Patterns of Absence and Safeguarding Concerns

Where a period or pattern of absence gives rise to concern, this will be discussed by the Head Teacher with the class teacher and in conjunction with the child/children's parent or carers. Leaders and staff pay close attention to pupils' attendance, take opportunities to promote good attendance and act on absence or declines in attendance promptly.

Where school absence indicates safeguarding concerns, we will work with local authority children's services and other agencies. The Designated Safeguarding Lead (DSL) will be informed of any attendance concerns that may indicate safeguarding issues, particularly for:

- Children with a social worker
- Children with SEND
- Looked after children and previously looked after children
- Young carers
- Other vulnerable groups Attendance and Registration Policy

4.4 Punctuality

Good timekeeping is to be encouraged and persistent lateness is a habit we discourage. Leaders and staff establish appropriate routines and explicitly teach and model the behaviour they expect from pupils. Both pupils and their parents will be reminded of the importance of punctuality.

Pupils in middle school and upper school who are persistently late (missing the class early morning task) will be given opportunity at lunchtime to catch up in a sanction, in accordance with our behaviour policy.

4.5 Addressing Persistent Lateness

The class teacher will be in regular communication with parents of pupils who are persistently late until they establish and improve their school routines. Leaders and staff communicate their expectations about attendance clearly, strongly and consistently to pupils so that they are well understood.

Should this action be ineffective, a member of the Senior Leadership Team will arrange a meeting with the parent in order to find a resolution.

4.6 Monitoring Attendance Below 95%

Attendance data is monitored by the Head Teacher. Parents of pupils with attendance below 95% will be asked to attend a meeting with a member of the Senior Leadership Team to discuss their child's attendance and agree an action plan for improvement until the attendance increases above 95%.

4.7 Attendance Below 85%

Where attendance falls below 85%, the Head Teacher will contact parents and discuss an action plan to improve attendance. Where appropriate, we will work with parents, local authorities and other agencies, including the virtual school head, to communicate expectations about attendance and improve it.

4.8 Communication with Parents

Each half term, parents will receive a letter detailing their child's attendance and raising concerns if these are identified.

4.9 Medical Evidence

The school may request medical evidence to support absence due to illness in the following circumstances:

- **After 5 consecutive school days of absence** due to illness (or sooner if there are safeguarding concerns)
- Where there is a **pattern of absence** that gives cause for concern (e.g., frequent Monday absences, absences following weekends or holidays)
- Where the school has **reason to doubt** the explanation provided for absence
- Where absence is affecting the pupil's academic progress

Medical evidence may include:

- A letter from a GP, hospital consultant, or other medical professional
- An appointment card or confirmation letter
- A prescription or medication packaging
- A copy of a hospital admission letter or discharge summary
- Email or screenshot from NHS app showing appointment
- Letter from therapist (occupational therapy, speech and language therapy, etc.)

For pupils with diagnosed conditions (including autism, ADHD, and other SEND), the school will work with families to agree appropriate arrangements for managing absence related to their condition. This may include:

- Agreeing a healthcare plan that outlines expected absence patterns
- Regular review meetings with parents and, where appropriate, medical professionals
- Flexible approaches to evidence requirements where there is an established pattern of medical need

The school recognises that:

- Some families may face barriers in accessing GP appointments
- Not all genuine illness requires a GP visit
- Requesting medical evidence should be proportionate and reasonable

Where medical evidence is requested but not provided, the school may record the absence as unauthorised. However, each case will be considered individually, taking into account the pupil's circumstances and the school's knowledge of the family.

4.10 Part-Time Timetables

Part-time timetables may be used in exceptional circumstances to support a pupil's reintegration to school or to meet specific medical or SEND needs. Part-time timetables:

- Should only be used as a **short-term measure**
- Must be **regularly reviewed** (at least fortnightly)
- Must have a **clear plan** for return to full-time education
- Must **not be used** to manage behaviour
- Require **written agreement** from parents
- Must be recorded using attendance code **C2**

All part-time timetables must be approved by the Head Teacher and reviewed by the SENCO and DSL where relevant.

5.0 Leave of Absence in Term Time

5.1 School Policy on Term-Time Absence

Absence for anything other than through illness or medical reasons during term time is actively discouraged with the possible exception of exceptional circumstances.

5.2 Requesting Leave of Absence

Parents requesting time out of school for their child during term time must complete the 'Leave of absence' form via MIS and return it to the school office for a decision from the Head Teacher.

5.3 Statutory Position on Term-Time Leave

The Department for Education has published amendments to the Pupil Registration Regulations which make clear that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. This is not discretionary - the law changed in 2013 to remove the headteacher's ability to authorise up to 10 days holiday.

Each application will be considered on its individual merits, but leave will only be granted in truly exceptional circumstances.

5.4 Critical Times of the Year

Attendance is particularly important during September to ensure that pupils have a settled start to the new year, and in May and June when all classes have their annual assessments, which will be taken into account should a leave of absence during this time be requested.

6.0 Attendance Codes

6.1 Using the Correct Codes

Each time we take the register, we must record whether each pupil is present, absent (and if the pupil is of compulsory school age, whether or not this absence was authorised), attending an approved educational activity, or unable to attend due to exceptional circumstances. We use the DfE's absence and attendance codes in our register to help us comply with legislation and to keep in-keeping with the school census system.

6.2 Full List of Attendance Codes

The complete list of DfE attendance codes is provided in Annex A for staff reference. Key codes include:

Present at School:

- / = Present (AM)
- \ = Present (PM)

Late:

- L = Late arrival before register has closed
- U = Arrived in school after registration closed (counts as unauthorised absence)

Authorised Absence:

- C1 = Participating in a regulated performance or undertaking regulated employment abroad
- C2 = Part-time timetable
- C = Exceptional circumstances
- E = Excluded (no alternative provision made)
- I = Illness (not medical or dental appointments)
- M = Medical/dental appointments
- J1 = Interview
- R = Religious observance
- S = Study leave
- T = Parent travelling for occupational purposes
- X = Not required to be in school

Unauthorised Absence:

- G = Holiday not granted by the school
- N = Reason for absence not yet established
- O = Absent in other or unknown circumstances
- U = Arrived in school after registration closed

Unable to Attend (Unavoidable Causes):

- Y1 = Transport not available
- Y2 = Widespread disruption to travel
- Y3 = Part of school premises closed
- Y4 = Whole school site unexpectedly closed
- Y5 = Criminal justice detention
- Y6 = Public health guidance or law
- Y7 = Any other unavoidable cause

Other Codes:

- B = Attending any other approved educational activity
- D = Dual registered
- K = Attending education provision arranged by the LA
- P = Participating in a sporting activity
- V = Attending an educational visit or trip
- W = Attending work experience
- Q = Lack of access arrangements
- # = Planned whole-school closure
- Z = Prospective pupil not on admission register

If a pupil leaves school after registration, we must still record them as present at registration, as they will still count as present for statistical purposes. There's no minimum time that a pupil has to be in school to be recorded as attending, so long as they're there during registration.

7.0 Admissions Register and Record Keeping

7.1 Statutory Requirement

In accordance with the requirements described in the Department for Education Guidance in relation to School Attendance and the Education (Pupil Registration) (England) Regulations 2006 (as amended), Bradford Christian School maintains an admissions register and all pupils enrolled in the school will be placed on this register and the daily attendance register.

7.2 Information Recorded

The admissions register will record the following information:

- Full name of pupil
- Sex
- Name and address of every parent/carer known to the school
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended (if applicable)
- Any other information required by regulations

7.3 Notification to Local Authority - New Admissions

Bradford Christian School will notify the local authority of all pupils added to the admissions register within 5 school days of admission, providing all the information held on the register about the pupil. This notification will be made in accordance with current regulations and Bradford LA requirements.

7.4 Change of Address

Where the parent of a pupil notifies the school that the pupil will live at another address, this will be recorded in the admissions register recording:

- The name of the parent that the pupil will live with
- The new address
- The date from when the pupil is expected to live at that address Attendance and Registration Policy

7.5 Moving to a Different School

Where a parent notifies the school that a pupil will be moving to a different school, the admissions register will be updated recording:

- The name of the new school
- The date when the pupil will start attending that school.

7.6 Amendments to the Register

Where we make a correction to an entry in the register, we must indicate the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name or title of the person who made the amendment.

7.7 Record Retention

We must keep all entries in the attendance register for at least 6 years from the date on which the entry was made. We must keep our back-up copies of the register for at least 6 years after the end of the relevant school year.

7.8 Emergency Contact Numbers

Where reasonably possible, Bradford Christian School holds more than one emergency contact number for each pupil. This goes beyond the legal minimum and is good practice to give the school additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

Parents are required to provide at least two emergency contact numbers and to update these annually through the annual medical form.

7.9 Children at Risk of Missing Education

We have put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

7.10 Notification to Local Authority - Deletions from Register

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the school will notify the local authority when a pupil's name is deleted from the admission register.

The school will notify the local authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register, providing the local authority with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives
- At least one telephone number of any parent with whom the pupil lives
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of pupil's other or future school and the pupil's start date or expected start date there, if applicable

- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register

This requirement does not apply where a pupil's name is deleted after they have completed the final year at the school (e.g. Year 6) unless the local authority has asked to be informed about such deletions.

7.11 Ten Days Continuous Absence

The school will notify the local authority when a pupil has failed to attend school without the school's permission for a continuous period of ten days or more. This is in addition to the deletions from register notifications and is a critical safeguarding requirement.

8.0 Home Educated Children

8.1 School's Approach to Elective Home Education

On receipt of written notification to home educate, the school will inform the local authority that the pupil is to be deleted from the admission register. The school will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record or seek to prevent parents from educating their children outside the school system.

8.2 Pre-Removal Meeting

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we recommend that local authorities, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. This would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable.

Bradford Christian School will work with the local authority to arrange such a meeting before the pupil is removed from the school roll.

9.0 Children with Specific Needs

9.1 Children with a Social Worker

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse and/or neglect and/or exploitation and/or complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or to a child missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

The DSL will maintain a record of all children with social workers and will ensure that attendance concerns for these children are addressed promptly and in collaboration with the child's social worker and other relevant agencies.

9.2 Looked After Children and Previously Looked After Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The designated teacher for looked after children will work closely with the DSL to monitor the attendance of looked after and previously looked after children and will ensure that any attendance concerns are addressed promptly.

9.3 Children with SEND

Children with SEND may face particular barriers to attendance. Some pupils may need additional support to help them manage their behaviour and emotional regulation. Leaders and staff support pupils with emotional, mental health or medical needs that affect attendance, and help these pupils to attend more regularly; this may include working with parents and professionals.

The SENCO will work with the DSL and class teachers to identify and address any attendance issues for children with SEND, ensuring that appropriate support is in place.

9.4 Pupils with Autism

Bradford Christian School recognises that pupils with autism may face particular challenges with attendance, including:

- Anxiety related to changes in routine or environment
- Sensory sensitivities that may affect their ability to attend
- Medical appointments related to their diagnosis and support needs
- Mental health difficulties associated with autism

The school will:

- Work closely with families to understand individual needs and barriers to attendance
- Consider reasonable adjustments to support regular attendance
- Develop individual healthcare plans where appropriate
- Take a flexible approach to medical evidence requirements where there is an established pattern of autism-related absence
- Ensure staff are trained to recognise when absence may indicate school-based anxiety or difficulties requiring additional support

9.5 Young Carers and Other Vulnerable Groups

The school recognises that young carers and other vulnerable groups may face particular challenges in maintaining regular attendance. Staff will work sensitively with families to identify and address barriers to attendance for these children.

10.0 Monitoring and Evaluation

10.1 Attendance Data Analysis

The Head Teacher will monitor whole-school attendance data regularly and analyse attendance data by different groups (including disadvantaged pupils, those with SEND, those with social workers, looked after children, and other vulnerable groups). Leaders have an informed and accurate understanding of what is working well and where improvement is needed, including through using day-to-day processes and detailed data analysis to identify, anticipate, prevent and improve poor attendance.

The Head Teacher will:

- Monitor whole-school attendance data weekly
- Identify patterns and trends in absence
- Report attendance data to governors at least termly.

10.2 Intervention and Support

The school will implement a graduated response to attendance concerns:

Stage 1: Attendance falls below 95%

- Letter sent to parents highlighting concern
- Class teacher to discuss with parents
- Offer of support to address any barriers to attendance

Stage 2: Attendance falls below 90% or pattern of concern identified

- Meeting with Senior Leadership Team member
- Attendance action plan agreed with parents
- Regular review of progress
- DSL informed if safeguarding concerns identified

Stage 3: Attendance falls below 85% or no improvement following Stage 2

- Meeting with Head Teacher
- Revised attendance action plan
- Consideration of referral to external agencies
- Consideration of referral to local authority attendance team
- DSL involvement where safeguarding concerns exist.

10.3 Working with External Agencies

Where appropriate, the school will work with:

- The local authority attendance team
- Bradford Children's Social Care
- Early help services
- Health services
- The Virtual School Head (for looked after children)
- Bradford Safeguarding Children Partnership

- Other relevant agencies.

10.4 Reporting to Governors

The Head Teacher will report to governors at least termly on:

- Whole-school attendance data and trends
- Attendance of different groups of pupils
- Persistent absence rates (below 90%)
- Severe absence rates (below 50%)
- Number of pupils with attendance below 90% and 85%
- Interventions and their effectiveness
- Any safeguarding concerns related to attendance.

11.0 Roles and Responsibilities

11.1 The Governing Body

The Governing Body will:

- Approve this policy and review it at least annually
- Monitor the school's attendance data and challenge leaders where necessary
- Ensure the school complies with all statutory requirements relating to attendance and registration
- Ensure appropriate resources are allocated to support good attendance Attendance and Registration Policy

11.2 The Head Teacher

The Head Teacher will:

- Have overall responsibility for implementing this policy
- Monitor attendance data regularly and identify patterns of concern
- Report attendance data to governors at least termly
- Ensure staff receive appropriate training on attendance procedures
- Work with the DSL to ensure attendance concerns that may indicate safeguarding issues are addressed appropriately
- Make decisions on authorising leave of absence in term time (only in exceptional circumstances)
- Ensure the school complies with all statutory requirements relating to attendance and registration.

11.3 The Designated Safeguarding Lead (DSL)

The DSL will:

- Be informed of all attendance concerns that may indicate safeguarding issues
- Maintain records of children with social workers and other vulnerable groups
- Work with external agencies where attendance concerns indicate potential safeguarding issues

- Ensure that attendance procedures are integrated with the school's safeguarding procedures
- Be available to advise staff on attendance matters that may have safeguarding implications.

11.4 The Senior Leadership Team

Members of the Senior Leadership Team will:

- Support the Head Teacher in monitoring attendance
- Meet with parents where attendances falls below the school's thresholds
- Agree action plans with parents to improve attendance
- Monitor the effectiveness of interventions
- Support class teachers in addressing attendance concerns

11.5 Class Teachers

Class teachers will:

- Complete registers accurately and on time
- Monitor attendance patterns in their class
- Communicate with parents about attendance concerns at an early stage
- Work with parents to improve punctuality where this is an issue
- Inform the DSL of any attendance concerns that may indicate safeguarding issues
- Implement agreed attendance action plans

11.6 School Office Staff

School office staff will:

- Follow up absences where no reason has been provided by 9.15am
- Record reasons for absence accurately
- Maintain accurate attendance records
- Notify the Head Teacher and DSL of attendance concerns
- Process notifications to the local authority as required

11.7 Parents and Carers

Parents and carers are responsible for:

- Ensuring their child attends school regularly and on time
- Informing the school of the reason for any absence by 8.45am on the first day of absence
- Providing medical evidence where requested (see section 4.9)
- Working with the school to resolve any attendance issues
- Attending meetings about their child's attendance
- Providing at least two emergency contact numbers and keeping these up to date
- Making medical and dental appointments outside of school hours wherever possible
- Not taking holidays during term time except in exceptional circumstances

11.8 Pupils

Pupils are responsible for:

- Attending school every day and on time
- Attending every lesson
- Informing a trusted adult if they are facing barriers to attendance

11.9 The Attendance Lead

Mrs Hoskins is designated as the school's Attendance Lead and will:

- Lead the operational implementation of this policy
- Monitor whole-school and individual pupil attendance data weekly
- Coordinate interventions for pupils with attendance concerns
- Liaise with the DSL where attendance concerns indicate safeguarding issues
- Work with external agencies to support improved attendance
- Report to the Head Teacher on attendance matters
- Ensure staff are trained on attendance procedures
- Coordinate communication with parents regarding attendance

The Head Teacher retains overall strategic responsibility for attendance.

12.0 Links to Other Policies

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

13.0 Legal Framework and Statutory Guidance

This policy has been developed in accordance with:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping Children Safe in Education (statutory guidance for schools and colleges, DfE, September 2025)
- Working Together to Safeguard Children (statutory guidance, HM Government, 2018)
- Working together to improve school attendance (statutory guidance for schools and local authorities, DfE, May 2022)
- Children Missing Education (statutory guidance, DfE, 2016)
- Bradford Safeguarding Children Partnership guidance Attendance and Registration Policy

14.0 Review

14.1 Review Schedule

This policy will be reviewed annually by the Senior Leadership Team and approved by the Governing Body.

16. Version Control

Date of Adoption of this Policy	7 July 2026
Date of last review of this policy	July 2025
Date of next review of this policy	July 2027
Policy Owner (SLT)	Jane Prothero
Policy Owner (Governors)	Zeilah Chadwick

Annex A: Registration Instructions for Staff

Purpose of Registration

Accurate registration is essential for:

- Safeguarding pupils
- Monitoring attendance patterns
- Meeting statutory requirements
- Ensuring accurate data for funding and reporting

Registration Times and Register Closing Times

Primary:

- Morning registration: 8.55am (register closes at 9.25am)
- Afternoon registration: 1.00pm (register closes at 1.30pm)

Secondary:

- Morning registration: 8.55am (register closes at 9.25am)
- Afternoon registration: 1.30pm (register closes at 2.00pm)

How to Complete the Register

1. Open the electronic register at the designated registration time
2. Classroom staff mark those pupils who are present. The office team will add any other marks either from information received from parents or if late. Classroom staff to add comments if appropriate.
3. Complete the register by 9.15am for the morning session
4. Use the correct attendance codes (see below)
5. Add notes where appropriate to provide context
6. Save the register once completed

Full List of Attendance Codes

Present at School:

- / = Present (AM)
- ** = Present (PM)

Late:

- **L** = Late arrival before register has closed
- **U** = Arrived in school after registration closed (counts as unauthorised absence)

Attending a Place Other Than the School:

- **B** = Attending any other approved educational activity
- **D** = Dual registered – pupil attending a session at another setting where they are also registered
- **K** = Attending education provision arranged by the local authority (LA)
- **P** = Participating in a supervised sporting activity approved by the school
- **V** = Attending an educational visit or trip organised or approved by the school
- **W** = Attending work experience

Authorised Absence – Leave of Absence:

- **C1** = Participating in a regulated performance or undertaking regulated employment abroad
- **C2** = Part-time timetable
- **C** = Exceptional circumstances (leave of absence granted due to exceptional circumstances)
- **M** = Medical/dental appointment
- **J1** = Interview with a prospective employer/educational establishment
- **S** = Study leave
- **X** = Not required to be in school (pupil of non-compulsory school age)

Authorised Absence – Other Reasons:

- **E** = Suspended or excluded (no alternative provision made)
- **I** = Illness (not medical or dental appointment) – either physical or mental health
- **R** = Religious observance
- **T** = Parent travelling for occupational purposes (pupil is a 'mobile child')

Authorised Absence – Unable to Attend School:

- **Q** = Lack of access arrangements (LA failed to make access arrangements)
- **Y1** = Transport not available (school not within walking distance and transport normally provided is not available)
- **Y2** = Widespread disruption to travel (due to local, national or international emergency)
- **Y3** = Part of school premises closed (pupil cannot practicably be accommodated in the part that remains open)
- **Y4** = Whole school site unexpectedly closed (e.g. due to adverse weather)
- **Y5** = Criminal justice detention (in police detention, remanded to youth detention, or detained under sentence)
- **Y6** = Public health guidance or law (pupil's travel to or attendance would be prohibited under public health guidance or law)
- **Y7** = Any other unavoidable cause (to be used where an unavoidable cause is not covered by the other codes)

Unauthorised Absence:

- **G** = Holiday not granted by the school
- **N** = Reason for absence not yet established (before the register closes)
- **O** = Absent in other or unknown circumstances (no reason established or school not satisfied with reason given)
- **U** = Arrived in school after registration closed

Administrative Codes:

- **#** = Planned whole-school closure (whole-school closures that are known and planned in advance, including school holidays)
- **Z** = Prospective pupil not on admission register (pupil has not joined school yet but has been registered)

Important Notes for Staff

1. **If a pupil leaves school after registration**, you must still record them as present at registration, as they will still count as present for statistical purposes. There's no minimum time that a pupil has to be in school to be recorded as attending, so long as they're there during registration.
2. **Always add contextual notes** where appropriate to help office staff and senior leaders understand patterns of absence or lateness.
3. **Report concerns immediately** to the DSL if you have any safeguarding concerns related to a pupil's attendance or absence.
4. **For pupils with autism or other SEND**, be aware that absence patterns may be related to their condition. Discuss any concerns with the SENCO.
5. **Accuracy is critical** – incorrect coding can affect funding, statutory returns, and safeguarding responses.