



Snape Wood Primary and Nursery School

Excellence for All

‘We are a small school that makes a big difference’

‘To provide excellence for all within a happy, safe, and stimulating learning environment’

REGISTER OF PUPILS’ ADMISSION AND ATTENDANCE POLICY

SHAPE WOOD PRIMARY AND NURSERY SCHOOL	
Approved by: Full Governing Body	Date: Spring 2023
Review Date:	Spring 2024

Completing the admission and attendance registers

In this article, we provide guidance on completing the admission and attendance registers successfully.

Statutory requirements

The Education (Pupil Registration) (England) Regulations 2006 make it compulsory for all schools and academies, including independent schools, to keep and maintain an admission register and an attendance register for every pupil, with the exception of schools where all pupils are boarders. Every pupil, regardless of age, must be placed on both registers.

The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Information needed on the admission register

The admission register must contain the following:

- The pupil's personal details, e.g. full name, gender, date of birth
- The date of the pupil's admission or re-admission to the school
- Information regarding the pupil's parents, e.g. address, contact number
- Details of the last school the pupil attended, where applicable

Where the pupil moves to a new address, the school must record the following:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

Where the pupil moves to a different school, the current or previous school must record the following:

- The name of the other school
- The date of when the pupil first attended, or is due to start attending

Schools must enter the pupil's data on the admission register from the beginning of the first day on which the pupil will attend the school.

Deleting a pupil's name from the admission register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education Regulations 2006 as amended. All schools must notify the LA when a pupil's name is to be deleted from the admission register as soon as the ground for removal is met, and no later than the time at which the pupil's name is removed.

Please note: this does not apply where the pupil's name is removed after they have completed the school's final year, unless the LA requests such information.

When notifying the LA of the removal of a pupil's name from the admission register, the school must provide the following details:

- The full name of the pupil
- The full name and address of any parent the pupil lives with
- At least one phone number of any parent the pupil lives with
- 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 the pupil's other or future school, along with their expected start date, if applicable
- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register

Information needed on the attendance register

Using the codes in the table below, the attendance register should specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances, e.g. bereavement or sickness.
- Absent due to circumstances relating to an illness.

Code	Description
/	Present (AM)
\	Present (PM)
L	Late (before registers closed) marked as present.
I	Authorised absence due to illness (not medical or dental appointments, etc.).
M	Authorised absence due to medical or dental appointments.
R	Authorised absence due to religious observance.
S	Authorised absence due to study leave.
T	Authorised absence due to traveller absence.
H	Authorised absence due to agreed family holiday.
E	Authorised absence as pupil is excluded, with no alternative provision made.
C	Authorised absence as pupil is absent due to other authorised circumstances.
B	Approved education activity as pupil is being educated off site (not dual registered).
D	Dual registered (at another establishment) – not counted in possible attendances.
J	Approved education activity as pupil is attending interview.
P	Approved education activity as pupil is attending an approved sporting activity.
V	Approved education activity as pupil is away on an educational visit or trip.
W	Approved education activity as pupil is attending work experience.
G	Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday.
U	Unauthorised absence as pupil arrived after registers closed.
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code.
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided.
X	Non-compulsory school age absence – not counted in possible attendances.
Y	Unauthorised absence as pupil is unable to attend due to exceptional circumstances – this may be used to record where there are exceptional staff absences or unavailability of transport, e.g. due to adverse weather conditions, which affects access to education.
Z	Pupil not on admission register.
#	Pupil absent due to whole or partial school closure.

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not for the whole session.

Schools must enter the pupil's data on the attendance register from the beginning of the first day on which the pupil will attend the school.

Absent pupils

The school should follow up any absences to:

- Determine the reason for the absence.
- Ensure the proper safeguarding action is taken, where necessary.
- Identify whether the absence is approved or not.
- Ensure that the correct code has been used before entering it on to the school's electronic register.

All schools must agree with the LA the regular interval that the school will inform the LA of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Who can complete attendance registers?

There is no legal requirement for the person who takes the attendance register to be a qualified teacher; however, it would be wise to ensure that this person is in a position of trust, e.g. teachers, TAs and external supply teachers.

The school proprietor holds the overall responsibility for upholding their legal requirement to ensure attendance registers are completed correctly and that instances of non-attendance are addressed in accordance with The Education (Pupil Registration) (England) Regulations 2006 and [section 434](#) of The Education Act 1996.

It is, therefore, the school proprietor's responsibility to put measures in place to ensure that attendance registers are completed accurately by those designated individuals.

Information needed if the registers require amendments

Any amendments made to the admission register or the attendance register must include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

Bibliography

DfE (2022) 'School attendance: guidance for schools'