

Register of Pupils' Attendance to academy

Principles

All Education Fellowship academies must keep an Attendance register. All pupils (regardless of their age) must be placed on the register.

Contents of Attendance Register

Academies must take the attendance register at the start of the first session of each academy day and once during the second session. On each occasion they must record whether every pupil is:

-  Present
-  Attending an approved educational activity
-  Absent
-  Unable to attend due to exceptional circumstances

The academy should follow up any absences to:

-  Ascertain the reason
-  Ensure the proper safeguarding action is taken
-  Identify whether the absence is approved or not
-  Identify the correct code to use before entering it on to the academy's electronic register, or management information system which is used to download data to the Academy Census

Amendments to the Attendance Register

Every amendment made to 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

Preservation of the Attendance Register

Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.

Absence and Attendance Codes

The national codes enable academies to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Academy Census System. The data helps academies, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at Academy

Pupils must not be marked present if they were not in academy during registration. If a pupil were to leave the academy premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in academy / = am \ = pm

Present in academy during registration.

Code L: Late arrival before the register has closed

Academies should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the academy and supervised by someone authorised by the academy. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the academy. Ultimately academies are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, academies are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing academy work. Academies should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the academy of any absences by individual pupils. The academy should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the Academy Census. The law allows for dual registration of pupils at more than one academy. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other academy at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital academy or a special academy on a temporary basis. It can also be used when the pupil is known to be registered at another academy during the session in question.

Each academy should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their academy.

Academies should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Academies should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the academy and supervised by someone authorised by the academy.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the academy, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the academy.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Academies should ensure that they have in place arrangements whereby the work experience placement provider notifies the academy of any absences

Absence codes when pupils are not present in academy are as follows:**Code C: Leave of absence authorised by the academy**

Only exceptional circumstances warrant an authorised leave of absence. Academy's should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the academy

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from academy. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Academies should advise parents to notify them on the first day the child is unable to attend due to illness. Academies should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, academies can request parents to provide medical evidence to support illness. Academies can record the

absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Academies are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Academies should, however, encourage parents to make appointments out of academy hours. Where this is not possible, the pupil should only be out of academy for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Academies must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, academies should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Academies must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into academy to revise.

Code T: Gypsy, Roma and Traveller absence

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.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the academy but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend academy elsewhere when their family is travelling and be dual registered at that academy and the main academy. Children from these groups whose families do not travel are expected to register at an academy and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend academy regularly once registered at an academy.

Unauthorised Absence from Academy

Unauthorised absence is where an academy is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the academy or in excess of the period determined by the head teacher.

If an academy does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of academy, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow academy's to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Academies should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from academy without authorisation).

Code O: Absent from academy without authorisation

If the academy is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in academy after registration closed

Academy's should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the Academy Census.

Code X: Not required to be in academy

This code is used to record sessions that non-compulsory academy age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The academy site, or part of it, is closed due to an unavoidable cause; or

- The transport provided by the academy or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending academy.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the academy has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the Academy Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable academies to set up registers in advance of pupils joining the academy to ease administration burdens. Academy's must put pupils on the admission register from the first day that the academy has agreed, or been notified, that the pupil will attend the academy.

Code #: Planned whole or partial academy closure

This code should be used for whole or partial academy closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of academy's as polling stations.

Different Term Dates for Different Pupils

Academy's and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the academy ensures that those pupils not attending on that day are still offered a full education over the academy year.