Attendance Register Policy

Title of Policy	Attendance Register Policy
Applies to	Whole School
Endorsed by	Governing Body
Responsibility	Deputy Head (Pastoral)
Date reviewed	Michaelmas 2025
Next review	Michaelmas 2026

WCS Attendance Register Policy

PURPOSE

This policy has been developed in accordance with the DfE publication: Working together to improve School Attendance (August 2024) and as a School we must:

- Develop and maintain a whole School culture that promotes the benefits of high attendance.
- Have a clear School attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.

- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe. Promote good attendance and reduce absence, including persistent or severe absence.
- Have a Senior Attendance Champion responsible for setting a clear vision for attendance and overview of attendance. This should be a member of the Senior Leadership Team.
- The Senior Attendance Champion is Martin Ashton, Deputy Head (Pastoral), email m.ashton@wells-cathedral-school.com

The law requires all schools, including independent schools, to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers.

Wells Cathedral School has adopted a Computerised Registration System (iSAMS). This complies with all regulations and is subject to inspection by any DfE/ISI official. Since the admission and attendance registers are kept on computer, they do not necessarily need to be printed out. The register must be backed up, in the form of an electronic or printed copy, not less than once a month. Each of these additional copies of the admission and attendance registers must be retained for six years after the end of the School year in question,

In case of uncertainty of the pupil's whereabouts (Not Known) the register should be marked Absent, reason unknown, to be checked by the School Receptionist against any correspondence, diary entry, or information from St Andrew's Lodge. In the case of there being serious concern that the child is missing or unaccounted for, then the "Missing Child" Policy should be followed.

1. ADMISSION REGISTER

The admission register must contain the personal details of every pupil in the School, along with the date of admission or readmission to the School, information regarding parents and carers and details of the school last attended. The School will notify the local authority within 5-days of adding a pupils' name to the admission register and will provide the local authority with all the information held within the admission register about the pupil in accordance with our process for notifications of pupil starters and leavers. The School will always attempt to obtain more than one emergency contact number for each pupil.

2. EXPECTED FIRST DAY OF ATTENDANCE

Pupils must be entered on the admission register and attendance register from the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the School must establish the reason for the absence and mark the attendance register accordingly.

3. DELETIONS FROM THE ADMISSION REGISTER

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

4. DELETIONS DUE TO UNPAID BOARDING FEES

The School may, additionally, delete a pupil from its admission register where the boarding fees remain unpaid at the end of the School term for which they were due to be paid. Where fees are unpaid, the School should, before the grounds for removing the pupil from the register are met, consider whether:

- Removing the child from School would have a significant negative effect on his or her education and whether it can be mitigated, for example by transferring to a school closer to home.
- Parents/carers have been informed of any charitable or other voluntary sector assistance or benefits that may be available to help meet the cost of boarding fees.
- The School has given timely notice to the relevant local authority and the parents/carers, to assist school transfer.

5. AMENDMENTS TO THE ADMISSION REGISTER AND ATTENDANCE REGISTER

Every amendment made to the admission register and 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 full name of the parent with whom the pupil will live; the date from when it is expected the pupil will live at this address. and the name and position of the person who made the amendment.

Where a parent notifies the School that the pupil will be attending a different school, the School will record in the admission register: a) the name of the other school, and b) the date of when the pupil first attended, or is due to start attending, that school, in accordance with our process for notifications of pupil starters and leavers.

6. PRESERVATION OF THE ADMISSION REGISTER AND ATTENDANCE REGISTER

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

7. CHILDREN ABSENT FROM EDUCATION (PREVIOUSLY CHILDREN MISSING IN EDUCATION – CME)

The School will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of School by their parents and are being educated outside the school system e.g. home education (see below on home educated children).
- Have ceased to attend School and no longer live within a reasonable distance of the School at which they are registered.
- Have been certified by the School medical team as unlikely to be in a fit state of health to attend School before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the School after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the School at the end of that period.
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the School becomes aware that the deletion will be made. The School will agree with the relevant local authority, the regular interval that the School will inform the local authority of any pupil who fails to attend School regularly. The threshold is 15 days for illness over the course of an academic year, or has been absent without the School's permission for a period of 10 continuous sessions (5 days).

When a pupil's name is to be deleted from the admission register, the School will provide the local authority with the following information:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with; · at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.

8. SOMERSET COUNTY COUNCIL CONTACTS AND FORMS

Link to: Somerset County Council Forms

Somerset Education Safeguarding Team
www.supportservicesforeducation.co.uk/Page/9426
Email: sse@somerset.gov.uk
Telephone: 0300 123 7365

Team inbox: educationsafeguardinglead@somerset.gov.uk
Katherine Hollinghurst – Education Safeguarding Lead, East: katherine.hollinghurst@somerset.gov.uk
Beth Olive – Education Safeguarding Lead, West: beth.ollive@somerset.gov.uk
Toby Jenkins – Service Manager, Attendance Monitoring Service:
AttendanceMonitoring@somerset.gov.uk

9. HOME EDUCATED CHILDREN

On receipt of written notification to home educate, this can be by e-mail or letter and needs to state that the parents will be home educating their child(ren), the School will inform the pupil's local authority that the pupil is to be deleted from the admission register.

The Local Authority will contact the parents to provide advice.

10. THE ATTENDANCE REGISTER

i. The Law
The law demands that registers are taken at the beginning of each morning session and at some stage during the afternoon session for every child who is required to be in School for that session.

ii. Responsibilities
Efficient pupil registration, attendance and punctuality should be a top priority for all staff. Teaching staff are responsible for form tutor or class group registers and their completion AM and PM.
The registration sessions are as follows (open for 30 minutes):
      AM: 0840 – 0910   Saturday 0845 – 0915
      PM: Prep School: 1300 – 1330   Senior School: 1350 – 1420

The School Reception is responsible for the processing, checking completion and storing of information in accordance with the guidelines below.

Mr Martin Ashton, the Deputy Head (Pastoral) is responsible for overall oversight of pupil attendance. m.ashton@wells-cathedral-school.com,

On each occasion of completing registers, staff must record whether every pupil is:
- Present.
- Attending an approved educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.
- In the case of the EYFS, not required to attend.

iii. Pupil Absence

Parents and Guardians are encouraged to use the contact forms on the Portal to contact the School instead of emailing/contacting one individual member of staff. The forms can be found under the section called 'My Children'. This method ensures that more than one member of staff receives the completed form, thereby the information is seen by several key staff including Reception and Heads of Year who can take action by updating iSAMS.

Absence Form

This is for parents to use to notify the School of their child's sickness or last minute medical appointments. If pupils are unwell or are otherwise unexpectedly unable to make it into School due to another extenuating circumstance the School expects parents/carers to inform the School as soon as possible and preferably by 10.00am. For boarding pupils, House Staff should update iSAMS.

This can be done by:
- Completing the Absence Form on the School Portal.
- Senior School Reception - reception@wells-cathedral-school.com - (01749 834200)
- Prep School Reception - s.fear@wells-cathedral-school.com - (01749 834400)

Leave Request Form

This is for parents/guardians to request an absence in advance for events such as weddings, funerals, medical appointments, university visits, visiting other schools, holiday requests etc. At least a week's notice is requested, where possible.

This can be done by:
- Completing the 'Leave of Absence' Form on the School Portal at least a week in advance with the date(s) and reason for the request. This request will then be agreed or rejected by the Head of Year - referred to the Deputy Head (Pastoral) and/or Welfare and Safeguarding Officer if necessary (pupils in the Senior School), Head of the Prep School (pupils in Reception - Year 6) or Head of Pre-Prep (Reception - Year 2),
- Writing to the Head of Year (pupils in the Senior School), Head of the Prep School (pupils in Reception - Year 6) or Head of Pre-Prep (Reception - Year 2), Little Wellies parents should inform the Manager or Deputy Manager.

Those authorising leave requests will liaise with relevant other parties prior to authorising any requests, for example, the Music School or other sections of the School to ensure a consistent approach across year groups and where siblings are involved. Tutors and House parents receive information only and do not need to take any further action.

Flowchart for Leave of Absences document – The absence will then be recorded on iSAMS with the relevant code.

On the first day of absence where a reason has not been previously provided, the School or Nursery will contact parents 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 the School's electronic register.

If absence continues without explanation, further contact will be made to ensure safeguarding.

Parents/carers can have access to their child/ren's attendance levels on request.

Alongside informally monitoring attendance/absence levels, the School will specifically analyse registration data on a long termly basis. The School records the names of pupils whose attendance levels are a concern, alongside what monitoring and actions are required for improvement. Where concerns regarding a pupil's absence levels arise, the School will contact parents/carers to discuss this and reinforce the amount of time missed and the impact on the child's learning.

The School will:
- Hold regular meetings with the parents of children who the School (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at School. ·
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Make the necessary statutory data returns to the local authority.
- Support pupils back into School following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

iv. Little Wellies Nursery – EYFS

For our children of non-statutory school age in Little Wellies Nursery, regular attendance is expected with absences limited to certain extenuating circumstances as per our School policy. We consistently use the School information system, iSAMS, to monitor attendance, alongside their booking patterns on Tapestry. The Nursery uses codes that are consistent

with the School and follow the same procedures for approving, recording and following up on absences. If a child is absent without prior notice, the Nursery will follow up via email or telephone call to ascertain the reason for the absence and when a pattern of absence emerges, the nursery team will work with the EYFS DSL/Head of Pre-Prep to ascertain the most appropriate next steps for parental engagement. Staff in the Nursery also monitor pupil numbers using a paper register which can be transported where necessary and that allows staff to monitor numbers by signing children out if they leave early.

v. Senior School staff absence

All staff with a responsibility for registration should alert the Academic Systems and Data Manager at cover@wells-cathedral-school.com and their line manager in the event of a planned or unplanned absence. The Academic Systems and Data Manager will liaise with the relevant Head of Year who will organise cover for the register.

vi. Prep School staff absence

All staff with a responsibility for registration should alert the Head of Academic Operations in the event of a planned or unplanned absence. Replacement staffing will be communicated via the weekly cover sheet.

11. PRESENT AT SCHOOL

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

Registration Code / \: Present in School / = am \ = pm
Present in School during registration.

Code L: Late arrival before the register has closed
A pupil arriving after the register has closed (see 10 ii above) should be marked absent with code U, or with another absence code if that is more appropriate.

12. AUTHORISED ABSENCE FROM SCHOOL

Authorised absence means that the School has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

13. UNAUTHORISED ABSENCE FROM SCHOOL

Unauthorised absence means we currently do not know the whereabouts of a pupil or

School is not satisfied with the reasons given for the absence. The former will always be followed up.

14. COMPLETION OF THE ATTENDANCE REGISTER

Each teaching room has a networked computer. Teaching staff register via the **Registration** link on iSAMS. They locate the Form Teacher/Tutor or class group (and the AM or PM register), against each name there is a scroll down menu of options.

15. MORNING REGISTRATION

If the computer system fails or an individual computer is experiencing difficulties logging on, staff should notify Reception, who will complete the registration OR provide a paper copy to be returned once completed. Reception staff will update iSAMS with retrospective registration details as soon as possible once IT issues are resolved.

The Chorister Coordinator will register Choristers following early morning ranks.

Form Teachers/Tutors (who should be in their classrooms by 8.20am (Prep School) and 8.30am (Senior School) should make their pupils aware of the importance of registration in the morning: Pupils with School commitments during registration should be registered by the teacher or GMA in charge of that activity.

Pre-Prep and Prep Form Teachers will take a register at the start of the first period of every morning and afternoon. The Senior School tutors will follow the procedure outlined below:

From 8.40 a.m. the register should be taken by the Form Teacher/Tutor. Pupils who are not present at the time of registration should be marked Absent. When it is learned why a pupil is not in School, this will be changed by either the Form Teacher/Tutor, the Prep or Senior School Receptionist or the Pastoral House Assistant (formally known as Matron) who will change the entry once communication via e-mail or phone call has been received.

Any pupils arriving after the register has been taken should report in the first instance to the School Reception.

It is the responsibility of Form Teachers/Tutors to ensure that all morning registers are completed by 9.10am.

We also have an online form on the School Portal that parents, Pastoral House Assistants (formerly known as Matrons) and House staff can use to register an absence. This is the preferred method of communication as it means several staff are alerted to the reason for

absence.

Saturday morning registration (Period 1)
Pupils in Year 9 and above are expected in School on Saturday mornings. There is no Tutor group on Saturdays, so the School has designated Period 1 as the legal morning registration slot. If Sixth Form pupils do not have a timetabled lesson at Period 1 they need to ask House Staff or Main Reception to register them at 8.45am.

The School Reception will pick up at 9.30am any pupils who are absent. By 10.10am the School receptionist will have collated the definitive list which is available through iSAMS. The collated absence registers are downloaded daily and saved on the shared drive in the Registration folder.

Afternoon Registration (Prep)
Each day the pupils will line up in their form groups at the Hole in the Wall prior to attending lunch. Pupils will line up and the member of staff on duty will register all children on paper, using the clipboard provided. All absentees are noted. The member of staff takes the list to the Prep School Receptionist who registers the pupils electronically. This should be completed by 12.45pm. All absentees are then accounted for. In the event that it is raining, pupils wait in Jocelyn and staff will register children as they go to lunch.

Following lunch break, it will be the responsibility of the class teacher in lesson 4 to register their class and alert the Receptionist of any pupils absent from the lesson. The School Receptionist will then ensure all absentees are accounted for.

It is the responsibility of Form Teachers to ensure that all registers are kept up to date.

Afternoon Registration (Senior)
Each day the Senior School pupils are registered by their timetabled Period 4 class teacher or in 6th Form Centre/Main Reception/House if they have a private study or cover period.

It is the responsibility of class teachers to ensure that all registers are completed by 2.20pm in the afternoon. The School Reception will then pick up any pupils who are absent.

16. REGISTRATION FOR OTHER CLASSES / ACTIVITIES

Pupils attending music lessons and music practice (Senior School):

- Visiting Music Staff (VMS) will register pupils for their music lessons on the new Involve software and this will automatically update on iSAMS registers.
- This is a new system from September 2025 and adjustments are being made during the year.

- Academic staff should mark a pupil present in or absent from their class as normal. If a pupil has already been registered for that period (most likely by a VMS) please leave that registration code as it is.

Music Lessons Missing Pupils:

- VMS will take the register on Involve.
- If a pupil is absent, they should first check iSAMS to see if a pupil has been marked out of School.
- If a pupil is in School but is absent from the music lesson,
  - For Senior School pupils, VMS will alert the Pastoral House Assistant (formerly known as Matrons) and the Senior School Reception.
  - For Prep School pupils, VMS will alert the Prep School Reception.
- The pupil's whereabouts will be investigated and the Missing Child Policy activated if the child cannot be located.
- Involve will send an automatic alert after TWO lessons are missed. Tutors then discuss the missed lessons with the pupil and discuss with parents as/when appropriate.

Pupils with Practice Sessions:

- GMAs will take the register on iSAMS.
- If a pupil is in School but is absent from the practice session, GMAs will alert Reception (Senior or Prep School as appropriate).

Activities, PE and Clubs:

Staff should take registers for all PE, activities and clubs on SOCS. To ensure we follow best practices SOCS, registration is to be taken at the start of PE lessons, activities and clubs.

Trips and Sports Fixtures:

It is the responsibility of staff leading a trip/fixture to ensure registration is correct on Evolve/SOCS AND iSAMS. Reception reviews both Evolve trips and SOCS fixture lists every day to double check that pupils have been assigned out of School on iSAMS.

Evolve Trips:
- Staff in charge of trips must ensure all information is accurate (dates, departure/arrival timings, names).
- Staff should assign pupils out on iSAMS in advance as well as taking the Evolve register on the day itself. If this is not possible, please telephone or email Reception with pupil lists so that registers can be updated in a timely manner.
- This can also be done through evolvego.online, a mobile-friendly version of Evolve.

Sports fixtures (SOCS)
- Staff in charge of fixtures ensure all information is accurate (meeting/return timings, names).

- Sports staff should take the fixture register on SOCS at the start of each fixture.

The codes below enable the School 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 School Census System. The data helps the School, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

17. 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 School and supervised by someone authorised by the School. 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 V: Educational visit or trip
This code should be used for attendance at an organised trip or visit, including residential trips organised by the School, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the School.

Code J1: 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. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code K: attending education provision arranged by the local authority
This code should used when a pupil is attending a place, other than the School or any other school at which they are a registered pupil , for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2) or 61(1) of the Children and Families Act 2014(special provision off site).

A pupil attending provision arranged by the School rather than the local authority must be recorded using codes P and B.

Schools must record the nature of the provision for example attending college courses or attending an unregistered alternative provision such as, home tutoring.

The School should ensure that arrangements are in place whereby the provider notifies the School of any absence of the pupil. The absence should be recorded by the School using the relevant absence code.

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 School and supervised by someone authorised by the School.

Code M: Music – Participating in a WCS internal creative arts event
This code should be used to record the sessions when a pupil is taking part in an internal event that is not on Involve: e.g. workshop or rehearsal that has been approved by the School and supervised by someone authorised by the School.
(Note: We currently use this code at Wells Cathedral School for Music and will change to M=Medical in September 2026/2027)

Code W: Work experience
The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the School as part of the pupil's education. The work experience must take place during the session for which it is recorded. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the School of any absences by individual pupils. Any absence should be recorded using the relevant code.

Code B: Off-site educational activity
The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Ultimately Schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools 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 School work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the School of any absences by individual pupils. The School should record the pupil's absence using the relevant absence code. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the School of any absences by the pupil. The School must record the pupil's absence using the relevant absence code.

18. AUTHORISED ABSENCE FROM SCHOOL

Authorised absence' means that the School has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in School are as follows:

Code C: Leave of absence authorised by the School
All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during School hours.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA (Body of Persons approval), as long as the School remains satisfied that this will not have a negative effect on a pupil's education.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable.
All pupils of a compulsory school age are entitled to a full time education. In very exceptional circumstances, where it is in a pupil's best interests there may be a need for a temporary part time timetable to meet their individual needs.

Pregnant Pupils: Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from School, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the School's discretion how much leave to grant.

Code E: Suspended or permanently excluded but no alternative provision made
The pupil is suspended from School or permanently excluded from School on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. 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 I: Illness (not medical or dental appointments)

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools 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, Schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code D : Medical or dental appointments

Missing School for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of School hours. Where this is not possible, the pupil should only be out of School for the minimum amount of time necessary for the appointment. If a pupil is present at registration but then leaves the School to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.
(Note: We currently use this code at Wells Cathedral School for Medical or dental appointments and will change to D=Dual Education in September 2026/2027. We currently use B for Dual Education)

Code R: Religious observance

Schools 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, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study Leave

Leave of absence for the purpose of studying for a public examination. Schools can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Study leave should be used sparingly and provision should still be made available for those pupils who want to continue to come into School to revise.

Code X: Non-compulsory school age not required to attend school

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

Under compulsory school age

Where a pupil not of compulsory school age is attending School part-time. For example, where parents have chosen for their 4 year-old child to attend part-time until later in the School year but not beyond the point at which the child reaches compulsory school age.

Over compulsory school age

Where a sixth form pupils timetable does not require them to be on site for every session of the week, a School may give leave of absence. The times and dates when the pupil is expected to attend School must be agreed with the parent with whom the pupil normally lives with or with the pupil.

Code T: Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the School may ask for proof that the family are required to travel for occupational purposes during the period of absence.

19. ABSENCE FROM SCHOOL BECAUSE OF UNAVOIDABLE CAUSE

Code Y: Absence due to unavoidable circumstances

Code Y1: Unable to attend due to transport normally being provided not being available

This code is used when a pupil is not able to attend because the School is not within walking distance of their home address and the transport to and from the School that is normally provided is not available.

Code Y2: Unable to attend due to widespread disruption to travel

This code is used when a pupil is not able to attend because of widespread disruption to travel caused by a local, national, or international emergency.

Code Y3: Unable to attend due to part of the school premises being closed.

When part of the School premises is unavoidably out of use and a pupil is one of those that the School considers cannot practicably be accommodated in those parts of the premises that remain open this code is used and will count as an authorised absence.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed.

Where a School was planned to be open for a session , but the School is closed unexpectedly (e.g) due to adverse weather), the attendance register is not taken as usual

because there is no School session. Instead , every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the School is closed.

This code may not be used for planned closures such as weekends or holidays

Code Y5: Unable to attend as pupil is in criminal justice detention
The relevant regulation is 10(4)

This code is used if a pupil is unable to attend because they are:
- in police detention
- remanded to a youth detention,awaiting trial or sentencing, or
- Detained under a sentence of detention

If a pupil is remanded to Local Authority Care they should attend School as normal where possible and where it is not the absence should be recorded using the appropriate code.

If a pupil is serving a community based (non detained) part of a sentence that requires them to be away for a School day they should be registered as Y7 (unable to attend because of any other unavoidable cause).

Code Y6: Unable to attend in accordance with public health guidance of law
Where pupils travel to or attendance at the School would be:

Contrary to any guidance relating to the incidence or transmission of infection or disease published by the secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or

Prohibited by any legislation relating to an incidence or transmission of infection or disease.

Code Y7: Unable to attend because of any other unavoidable cause
This code is used for an unavoidable cause that is not covered by one of the other unable to attend codes, and the unavoidable cause is preventing the pupil from attending the School.

This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil , not the parent. The fact that a parent has done all they can to secure attendance of the pupil at School, does not , in itself, mean that the pupil has been prevented by unavoidable cause.

Code Q: Unable to attend the school because of lack of access arrangements

This code is used when a pupil is unable to attend School where a local authority has a

duty to make access arrangements but has failed to do so.

20. UNAUTHORISED ABSENCE FROM SCHOOL

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

Code G: Holiday not authorised by the School
If a School does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of School, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools 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
Schools 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 School without authorisation).

Code O: Absent in other or unknown circumstances
Where no reason for absence is established or the School is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

Code U: Arrived in School after registration closed
Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.

21. ADMINISTRATIVE CODES

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

Code Z: Pupil not on admission register
This code is available to enable schools to set up registers in advance of pupils joining the School to ease administration burdens. Schools must put pupils on the admission register from the first day that the School has agreed, or been notified, that the pupil will attend the

School.

Code #: Planned whole or partial School closure
This code should be used for whole or partial School closures that are known or planned in advance such as: exeats, 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 schools as polling stations

Late Children
Once the register has been taken, all late children MUST report to the relevant Reception.

22. RELEVANT LEGISLATION

Relevant legislation can be found at www.legislation.gov.uk:
The Education Acts 1996 and 2002
The Children Act 1989
The Crime and Disorder Act 1998
The Anti-Social Behaviour Act 2003
The Education and Inspections Act 2006
The Sentencing Act 2020
The School Attendance (Pupil Registration) (England) Regulations 2024
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
The Education (Penalty Notices) (England) Regulations 2007, as amended
The Education (Information about Individual Pupils) (England) Regulations 2013
The Children and Young Persons Acts 1933 and 1963
The Equality Act 2010

Relevant government guidance
Children missing education
Keeping children safe in education and Working together to safeguard children
Special educational needs and disability code of practice: 0 to 25 years
Elective home education
Alternative provision: statutory guidance for local authorities
Exclusion from maintained schools, academies and pupil referral units in England
Supporting pupils at school with medical conditions
Arranging education for children who cannot attend school because of health needs
Promoting and supporting mental health and wellbeing in schools and colleges
Preventing and tackling bullying
Providing remote education

23. UKVI SPONSORED STUDENTS

It is expected that sponsored students attendance will not drop below 80% or miss 10 days

of consecutive unauthorised absence. If either of these occurrences happens the School will assess the reasons behind this and if necessary will report this on the SMS as per the sponsor guidance.