



COMPLETING THE ADMISSION AND ATTENDANCE REGISTERS

WOLSEY HOUSE PRIMARY SCHOOL



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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/carers, 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 Local Authority (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

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.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time children
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school

- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the child having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the child being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Child not on admission register

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.

Reference: DfE (2024) [Working together to improve school attendance 2024](#)