

## Registration Codes and who should utilise them

Codes	Description	Who Can enter	Example - this is to give an idea of how to use the code, the example is not an exhaustive list
/	Present (AM)	Teacher	You have seen the student at the specified time
\	Present (PM)	Teacher	You have seen the student at the specified time
<b>B</b>	Attending any other approved educational activity	Office staff	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. e.g attending transition days at other schools; <ul style="list-style-type: none"> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision arranged by the school.</li> </ul>
<b>C</b>	Leave of absence for exceptional circumstances	Office staff	All schools can grant a leave of absence at their discretion. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.
<b>C1</b>	Leave of absence	Office Staff	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.
<b>C2</b>	Leave of absence	Office Staff	Part-time timetable
<b>D</b>	Dual registered at another school	Office Staff	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.
<b>E</b>	Suspended or permanently excluded	Office staff	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
<b>F</b>	Alternative lesson (in school)		Student is in a music/tennis or drama lesson, pastoral one to one, alternative to timetabled lesson.
<b>G</b>	Holiday not granted by the school	Office staff	The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.
<b>H</b>	Late – after registers close (reason known)	Teacher / Office Staff	Student has arrived after registers closed, but there is a reason provided, traffic, diversion etc.
<b>I</b>	Illness	Teacher/Office	Student's parents contact to say they are unwell
<b>J1</b>	Interview	Teacher/Office	Student is attending a university interview
<b>K</b>	Attending education provision arranged by the Local Authority	Office staff	The 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 educational provision off site). A pupil attending provision arranged by the school rather than

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			the local authority must be recorded using Codes P or B instead.
<b>L</b>	Late (before registers close)	Teacher / Office Staff	Student has arrived after 'normal' registration but before the cut off time (10:30am or 2:30pm)
<b>M</b>	Medical / Dental Appointment	Teacher / Office Staff	Student is having an operation / medical appointment
<b>N</b>	No reason yet provided for absence	Teacher	Student is not present, and you do not know where they are
<b>O</b>	Absent in other or unknown circumstances	Teacher / Office Staff	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
<b>P</b>	Approved sporting activity	Teacher / Office Staff	Student is on a sporting event
<b>Q</b>	Unable to attend the school because of a local of access arrangements	Office Staff	Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.
<b>R</b>	Religious Observance	Teacher / Office Staff	Students is not in school for a religious reason
<b>S</b>	Study leave	Office staff	Yr. 11 or Y13 students during exam time if granted by Head of Fifth Form / Assistant Head (Upper School)
<b>T</b>	Parent travelling for occupational purposes	Office staff	The pupil is a mobile child, and their parent(s) is travelling during 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.
<b>U</b>	Late (After register closed - no reason provided)	Office staff	Where a pupil has arrived late after the register has closed but before the end of session. before 10:30am or 2:30pm with poor or no excuse
<b>V</b>	Educational Visit	Teacher	Student is on an organised school trip
<b>W</b>	Work Experience	Teacher / Office Staff	Student is completing their work experience
<b>#</b>	Planned whole or partial school closure	Office staff	Snow day
<b>Y1</b>	Unable to attend due to transport normally provided not being taken	Teacher / Office Staff	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
<b>Y2</b>	Unable to attend due to widespread disruption to travel	Teacher / Office Staff	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Teacher / Office Staff	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be

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			accommodated in those part of the premises that remain in use
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed.	Teacher / Office Staff	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 recorded with code Y4 to record the fact that the school is closed
<b>Y5</b>	<b>Unable to attend as pupil is in criminal justice detention</b>	Office Staff	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing,</li> <li>or</li> <li>• detained under a sentence of detention</li> </ul>
<b>Y6</b>	<b>Unable to attend in accordance with public health guidance or law</b>	Office staff	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend
<b>Y7</b>	<b>Unable to attend because of any other unavoidable cause</b>	Office staff	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
<b>X</b>	Non-compulsory age absence	Teacher / Office Staff	Mainly for Nursery students – this can also be used for year 13 students when taking authorised home study.
<b>Z</b>	Pupil not on roll	Office staff	Student is on the register but is no longer on roll
<b>-</b>	No mark recorded	N/A	