# A Guide to Register Codes

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| **Code** | **WTISSA reference\*** | **Description** | **Details** |
| --- | --- | --- | --- |
| **The student is counted as present.** |
| **/ or \** | 287 | **Present at the school** |   |
| **L** | 289 | **Late arrival before register is closed** | As per school attendance policy, pupil arrives after the register has started but before the register is closed. Consider using “Late Sign In” template to identify patterns of late arrival and offer support to reduce repeated lateness. Refer to “A Quick Guide to code L” below |
| **The student is counted as present, at an Approved Educational Activity.** |
| **B** | 307 | **Other Approved Educational Activity** | Refer to "A Quick Guide to minute guide to code B" below |
| **J1** | 326 | **Interview for employment or admission to another educational institution** | Parents should apply in advance to enable pupil to attend interview for employment or admission to another educational institution.  |
| **K** | 291 | **Attending education provision arranged by the Local Authority** | Pupil is attending educational provision arranged by Herefordshire Council under section 19 of the Education Act 1996. Pupil will have been referred to Inclusion and Engagement Panel [Attendance information for schools – Herefordshire Council](https://www.herefordshire.gov.uk/support-schools-settings/attendance-information-schools) |
| **P** | 298 | **Participating in a sporting activity** | Only to be used if at somewhere other than at school, be of educational nature, school has approved the activity and the activity is supervised by someone considered by the school as having the appropriate skills. Schools have responsibilities for the safeguarding and welfare of pupils whilst attending an approved educational activity.  |
| **V** | 295 | **Educational trip** |  Must be supervised by member of school staff. See ‘Common register queries’ for details.  |
| **W** | 303 | **Work Experience** | Attending work placement arranged by Herefordshire Council or the school as part of pupil’s education. Only to be used if at somewhere other than at school, be of educational nature, school has approved the activity and the activity is supervised by someone considered by the school as having the appropriate skills. Schools have responsibilities for the safeguarding and welfare of pupils whilst attending an approved educational activity. |
| **The student is counted as absent, authorised.** |
| **C** | 344 | **Exceptional Circumstances** | Schools should seek each application individually which is made in advance of the absence. Generally a need/desire for holiday or absence for leisure/recreation purposes would not constitute as an exceptional circumstance.  |
| **C1** | 317 | **Participating in regulated performance or undertaking employment abroad** | Only if licence has been granted for further information see [School attendance and absences information for parents and carers – Herefordshire Council](https://www.herefordshire.gov.uk/schools-education/school-attendance-absences/6) |
| **C2** | 340 | **Pupil subject to Part time timetable** | Must be reported to Social Inclusion Team, see website for further details.[Social inclusion in school – Herefordshire Council](https://www.herefordshire.gov.uk/socialinclusion) |
| **E** | 368 | **Suspended or permanently excluded and no alternative provision made** | Used whilst still on admission register but suspended/permanently excluded from school and no alternative provision has been made. Alternative Provision must be arranged from the sixth consecutive school day.  |
| **I** | 362 | **Illness** | Can be physical and/or mental illness. Parents/Schools should refer to [Is my child too ill for school? - NHS](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/) for guidance |
| **M** | 321 | **Medical/Dental Appointments** | Parents should get school permission in advance and pupil should only be out for the minimum time necessary for the appointment. School should encourage the pupil to come back as soon as possible, good practice is to ask parent expected time of return.  |
| **R** | 357 | **Religious Observance** | Refer to " A quick guide to code R” below. |
| **S** | 330 | **Study Leave** |  For a pupil to study for a public examination which has been agreed in advance with the parent. See ‘Common register queries’ for details. |
| **T** | 351 | **Parent travelling for occupational purposes** |  Mobile child and parents are travelling in course of their trade business and the pupil is travelling with them. Consider liaising with GRT Education Support Team [Support for teaching minority group children – Herefordshire Council](https://www.herefordshire.gov.uk/support-schools-settings/support-teaching-minority-group-children/3) |
| **The student is counted as absent, unauthorised.** |
| **G** | 391 | **Holiday not granted by the school** | See "Enforcement guidance" |
| **N** | 394 | **Reason not yet established** | Code N can be used whilst ascertaining the reason for absence, this cannot be left on the pupils’ record indefinitely and should be updated within 5 school days.  |
| **O** | 397 | **Unauthorised Absence** | Used where no reason has been established or school not satisfied it would be covered by another code.  |
| **U** | 399 | **Arrived in school after registration closed** | Arrived after the time specified in the schools’ attendance policy. Session should be the same time every day for no more than 30 minutes.  |
| **These codes are not counted so will not affect attendance figures.** |
| **D** | 313 | **Dual Registration** |  Refer to “A quick guide to code D” below. |
| **Q** | 369 | **Unable to attend because lack of access arrangements** |  Local authority has a duty set out in regulation 10(12) or (13) to make access arrangements and has failed to do so.  |
| **X** | 334 | **Non- Compulsory school age pupil not required to attend** | Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. |
| **Y1** | 371 | **Unable to attend due to transport normally provided not being available** | Transport usually provided by school/LA not available and school not within walking distance. See WTTISA for definition. |
| **Y2** | 374 | **Unable to attend due to widespread disruption to travel** | Widespread disruption to travel caused by local, national or international emergency. |
| **Y3** | 376 | **Unable to attend due to part of school premises being closed** | Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. |
| **Y4** | 378 | **Unable to attend due to the whole school site being unexpectedly closed** | Whole school closed unexpectedly such as adverse weather. Cannot be used for planned closures.  |
| **Y5** | 381 | **Unable to attend as pupil is in criminal justice detention** | Pupil is in police detention, remanded in youth detention, awaiting trial/sentencing or detained under a section of detention. Liaise with pupil’s Youth Offending Team Worker. |
| **Y6** | 386 | **Unable to attend in accordance with public health guidance or law** |  See Working Together to Improve School Attendance for details |
| **Y7** | 387 | **Unable to attend because of any other unavoidable cause** |  Emergency that affects the pupil, not the parent. Nature of the unavoidable cause must be recorded.  |
| **Z** | 402 | **Prospective pupil not on admission register** | Used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school. |
| **#** | 407 | **Planned Whole School Closure** | Whole school closures that have been planned in advance such as a bank holiday, |

\* WTTISA refers to Working Together to Improve School Attendance

<https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_toimprove_school_attendance__applies_from_19_August_2024_.pdf>

A quick guide to B code: off-site educational activity

## Why is this important?

Schools have a duty to safeguard all children on their roll, while sometimes this education is off-site, it still needs to be supervised to ensure you carry out your duty. **This supervision must be in person (not remote i.e. online tutoring)**

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State.

Definition of a B code

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. 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 arrangements in place to ensure the provider of the alternative education notifies the school of any absences by individual pupils.

The school should record the pupil’s absence using the relevant absence code.

Examples of when this code would be used:

* attending taster days at other schools, this could also include transition days
* pupils attending another school as ‘guest pupils’ (note a pupil who attends another school as part of a regular pattern must be dual registered – see Code D);
* pupils attending courses at college
* attending unregistered alternative provision arranged by the school

You must not use a B code

Code B should not be used for a sporting activity or work experience. These are covered by their own code.

You **must not** use this code for any sessions that were unsupervised, regardless of how many hours of work the pupil has completed at home.

* Schools should not use this code if a pupil has an agreed part-time timetable as part of reintegration or transition. The school are authorising the absence for the sessions that the pupil is not required to be in school and the pupil should be recorded as Code C for those sessions. While part-time timetables are a useful technique to help pupils adapt or re-adapt to the school setting, they have the effect of reducing the sessions on offer to those pupils. Such timetables should be a short term measure.
* Schools should not use this code to record study leave. Study leave is unsupervised time away from school for pupils to prepare for their public examinations and many pupils treat such time as extra holidays and do no study. As a result, study leave does not meet the legal definition of approved educational activity.
* This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.
* Schools should not use this code to record pupil review days if pupils are simply sent home with homework and private study. Like study leave it is unsupervised and usually treated as an extra holiday by pupils. It therefore would not meet the legal definition of approved educational activity.
* This code must not be used when pupils are attending alternative provision on the school’s premises.

**The school is responsible for the safeguarding of a pupil when using this code.**

A quick guide to D code: Dual Registration

Why is this important?

All children are entitled to a Full Time education subject to their age, ability and aptitude.

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 an alternative provision or a GRT child that is travelling with parents for occupational purposes.

Any dual registration is not usually agreed on a permanent basis, it is hoped that at some point, the child will be able to return to their mainstream school. By both provisions working together throughout the process, it will to ensure this full educational entitlement is available at all times.

What is dual registration?

This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.

What this means for each school

The main school should ensure that:

* The pupil remains part of their community
* They send newsletters home
* The pupil has the same opportunities that are as their peers
* Offered access to school work or if requested by parents/pupil
* The pupil and parents are offered to come into the school periodically
* They maintain regular contact with the second school
* They share important information with the second school – particularly in relation to safeguarding

The second school should ensure that:

* enable a pupil to maintain academic progression and attainment,
* allow a pupil to thrive and prosper in the education system
* maintain regular contact with the main school
* They share important information with the main school – particularly in relation to safeguarding

In all cases, effective collaboration between all relevant services is essential to delivering effective education for children. It is important that everyone is clear what hours are being offered by the second school from the beginning to ensure that the right code is used at the right time.

To avoid the double counting absence for pupils who are registered at more than one school, each school should:

* Only record the attendance and absence for the sessions the pupil is required to attend at their school
* Use code ‘D’ to record all of the sessions that the pupil is due to attend at the other school

In other words each registration certificate should mirror each other so that the pupil have their full time educational entitlement available to them.

Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

A quick guide to L code: Late

This code is counted as present but can identify cases where punctuality is an issue and support is required.

Some schools have seen great impact by asking parents to sign their child into school when they arrive late. This acts as a deterrent and highlights to the parent the lost learning/impact on the pupil’s education. Patterns of lateness can also be identified and support offered to remove barriers to attendance. See Appendix 1 for template.

A quick guide to R code: Religious Days

Code R can be used when the pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) See Appendix 2 for examples.

As a general rule, ‘a day exclusively set apart for religious observance’ is a day when the pupil’s parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent’s religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school’s discretion as set out under Code C.

It is important to note that within some religious traditions, observance varies between different denominations and communities. Whilst one festival might be considered relatively minor within a particular community, therefore not requiring absence from school, the same festival may be celebrated as a holy day of major significance within a different community from the same religious tradition and might require, with authorisation, absence from school. Also, the level of observance will differ amongst families within the same religious tradition or community and some children, despite growing up within a particular faith community, might prefer to attend school on festival days, whilst others may not. Therefore, whilst head teachers must ensure that requests are genuine and reasonable, they are advised to maintain open and honest dialogue with the families to cover their individual circumstances.

Furthermore, the lunar nature of Islamic calendar and the different authorities that Muslims rely on for the announcement of the start and end of Ramadan, means that there is the potential for Muslim learners in the same school to start/ finish the fasting month and celebrate Eid a day before or after each other. In practical terms, this means that Muslim learners in the same school may also be requesting absence for the Eid day(s) on different dates.

Head teachers should also be mindful that the nature of the moon-sighting means that it is only the night before Eid that Muslim families may know that Eid is the following day. As such, parents and carers may be able to give advance notice to school of the approximate dates of Ramadan (in particular), but stress that it may differ by a day either side of the dates appearing in this guidance.

Good Practice to support absences due to R code;

* Learn and understand the diversity of their communities with regards to a child’s faith/belief.
* Encourage parents and carers to give the school as much notice as possible of a proposed absence and be willing to discuss with the teachers how their child/children will catch up on work missed
* Make appropriate provision for the needs of children who outwardly show or have a faith/belief that requires them to perform specific rituals on a regular basis throughout the year. For example, by allocating a prayer room, or a quiet place. There may also be a need for some children to have access to a private washing facility, and having these facilities in school would enable children to remain on school site without the need for regular absences.

Common Register Queries

When do the new register codes come into effect?

From the 19th August 2024. Previously used codes H, J and Y will cease to be used from this date.

Can the attendance register be amended if the reason for absence is established after 5 working days, or it is found that the register code used was incorrect?

Yes, the attendance register should be an accurate record of the attendance of the pupil on the day it was completed. Amendments need to be made as soon as possible and the following details need to be available upon request;

* A record of what the original registration code was
* What the amended entry is
* Reason for amendment
* Date the amendment was made
* Name of the person that made the amendment

How should virtual learning be recorded?

Virtual learning shouldn’t be recorded in the attendance register, the reason for absence should be recorded using the code most appropriate to the absence. The attendance register is a record of who is present in the school at the time of registration.

Can code B be used for remote learning with an accredited online provider or one to one online tutoring?

No, when using these codes the pupil must physically be supervised in person, by someone that is considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved.

What code should be used for a pupil attending regular counselling / physio / speech & language sessions?

If the pupil is absent during registration they would be recorded under Code M. Parents should get school permission in advance and pupil should only be out for the minimum time necessary for the appointment. School should encourage the pupil to come back as soon as possible, good practice is to ask parent expected time of return.

What code should be used when a pupil is on a part time timetable as part of reintegration?

Code C2 should be used to record absence of a pupil as part of an agreed part time timetable. They must only be in place for the shortest time necessary and not be used to manage behaviour. All part time timetables should be reported to social inclusion team and regularly reviewed. Further information can be found here. [Social inclusion in school – Herefordshire Council](https://www.herefordshire.gov.uk/socialinclusion).

What should holidays that have been authorised be recorded as?

Head teachers have the discretion to authorise holidays in exceptional circumstances in line with your school processes. Where permission has been granted, the absence would be recorded under code C.

The use of code H, which was previously used has been withdrawn.

The DFE does not generally feel, a need or desire for a holiday or other absence for the purpose of leisure and recreation would constitute an exceptional circumstance.

The term holiday is any period of recreation or leisure, it doesn’t need to be a trip away. Therefore it can include visiting family, a day to a theme park/museum. It is unlikely these would be an exceptional circumstance as these can be completed outside of term time, unless there an exceptional circumstances why this cannot happen at another time. Exceptional Circumstances should also be a one off, once in a lifetime occurrence. Holidays granted for financial pressures, parents work commitments i.e. farming routines, which happen every year are not exceptional circumstances.

Should code S be used after exams have finished but pupils are still on the school roll?

No, code S should only be used whilst pupils are studying ahead of public examinations, once they have completed these, absences should be recorded under code C, until they can be removed from roll. This is the last Friday of June for Year 11’s.

Where schools implement a staggered start at the beginning of the school year, how should absence be recorded for these pupils that are not expected to attend?

The code to use in this case would be Y7 and the reason recorded as ‘staggered start’. Y7 would normally only be used in emergency situations which prevent the pupil from attending, however it is the most suitable in this example. Staggered starts should not be widely used, all pupils are entitled to a full time education.

Can code Q be used when a parent’s car has broken down so they cannot bring the child to school?

No, it is the parent’s responsibility to get their child to school.

How to record when a pupil has moved to another country and will not be returning?

Provided the school has the relocation address, the parents contact phone number/email, the pupil can be removed under condition 8 (1) (e) of the Education (Pupil Registration) (England) Regulations 2006 as pupil has ceased to attend and no longer resides at a place which is a reasonable distance from the school they are registered.

It is prudent to ask the parent to confirm arrival once they get there, you do not have to wait for the pupil to be enrolled at another school before taking them off roll.

How to record pupils going abroad for a family emergency?

This would be covered under Code C as it is an exceptional circumstance. It is good practice to agree with the parents the date of return that the school can expect the pupil to be back by. Clearly state to parents that if the child is not back by this agreed date then the school may remove them from roll and if they are removed then it could be unlikely they would get back into that school (especially in city schools which are full).

The school need to ensure safeguarding is in place to have eyes on the child as they are still on roll with the school and therefore the school’s responsibility. It is suggested to have a set meeting on Teams or a phone call with the family and depending on the child’s age either talk directly to the child or have the parent pass the phone so contact can be established regularly whilst away.

How to record when pupils return late from a school trip, and special permission has been granted for them to come into school later the following day?

This would be covered under code C, however where possible school trips that return late should be arranged next to a non-school day, to reduce impact.

How would a pregnant pupil absence be recorded?

Prior to the birth absences for medical appointments and illness would be recorded the same as any other pupil.

Leave for maternity is treated like any other leave of absence in exceptional circumstances, under Code C. 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.

Appendix 1- Late signing in sheet

**Sign in Sheet for ……………………………………………………………………………**

| Date | Day of Week | Time Arrival | Total Time Lost this Term | Reason for Lateness | There may be ways we can help with lateness. Would you like to be contacted for further support?  |
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Appendix 2- Holidays and Observances Autumn term 24

This is for reference only, not all these days would require absence from school.

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| Date | Religion | Holidays and observances |
| --- | --- | --- |
| 07/09/2024  | Hinduism | Ganesh Chaturthi / Vinayaka Chaturthi |
| 16/09/2024 | Muslim | Mawlid an Nabi / Eid Milad un-Nabi / Prophet’s Birthday |
| 02/10/2024 – 04/10/2024 | Judaism | Rosh Hashanah |
| 03/10/2024 – 12/10/2024 | Hinduism | Navaratri |
| 09/10/2024 – 13/10/2024 | Hinduism | Durga Puja |
| 12/10/2024 | Judaism | Yom Kippur |
| 16/10/2024 – 23/10/2024 | Judaism | Sukkot |
| 23/10/2024 – 25/10/2024 | Judaism | Shemini Atzeret |
| 25/10/2024 | Judaism | Simchat Torah |
| 01/11/2024 | Sikhism  | Diwali |
|  | Hinduism |  |
|  | Jainism |  |
| 02/11/2024 | Jainism | Jain New Year |
| 02/11/2024 & 03/11/2024 | Baha’i | Twin Holy Days – (births of Bahá’u’lláh and the Báb |
| 02/11/2024 | Hinduism | Vikram New Year |
| 16/11/2024 | Buddhism | Loy Krathong |
| 27/11/2024 | Bahá’i | Ascension of ‘Abdu’l-Bahά |
| 27/11/2024 | Sikhism | Guru Nanak |
| 09/12/2024 | Buddhism | Bodhi Day |
| 25/12/2024 | Christianity | Western Christmas Day |

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