



**AUCKLAND COLLEGE  
INDEPENDENT SCHOOL**

# **ADMISSIONS, ATTENDANCE & REGISTRATION POLICY**

Applies to Whole School (excluding Nursery & Pre-School)

Written By

Mrs Stephanie Livramento: Head of Lower School February 2025

Approved by

Mrs Erin Bakstad, Head of Upper School March 2025

Mrs Stephanie Livramento, Head of Lower School March 2025

## Table of Contents

General	Page 1
Scope	Page 1
The Content of the Policy and its Relationship to Other Policies	Page 1
Criteria for Admission	Page 1
Admissions Process	Page 4
Attendance	Page 6
Auckland College Independent School's Attendance Registration System	Page 8
Support for attendance	Page 8
Registration Categories	Page 10
Maintaining Records and Reporting to the Authorities	Page 10
International Students	Page 12
Appendix A	Page 14
Appendix B	Page 16
Appendix C	Page 17

## **1. General**

At Auckland College Independent School we seek to ensure that all those pupils who are admitted to the school will thrive in the environment of high expectations, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, identity, sexual orientation, marital status, race, colour, nationality, religion, disability or any other ground. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for each child.

## **2. Scope**

Every school is required by law to maintain two separate registers, an Admissions Register, known as the 'School Roll', and an Attendance Register. School Inspectors are required to check both registers and to comment on levels of attendance. The regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

We wish to

- to clearly define the processes for admission to the school;
- to ensure that regulatory requirements for maintaining admission and attendance registers are met

## **3. The Content of the Policy and its Relationship to Other Policies**

This policy and guidance is in line with DfE and ISBA guidance. It also has regard to the guidance in The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016. It also has regard to the guidance in Keeping Children Safe in Education (KCSIE), Children Missing In Education (2024), Advice on Attendance (2016) and Working Together to Improve School Attendance (2024). This policy should be considered alongside:

- School Child Protection Policy
- School Parent Agreement
- Missing Child Policy

This policy is available on the school website and is sent to all parents of new pupils as they start the school. All parents will be reminded of the attendance sections of this policy at the beginning of each school year.

## **4. Criteria for Admission:**

- the school's ability to meet the needs of the pupil;
- an available space in the appropriate age group;
- the social interaction with students/pupils on taster days;

## **5. Admissions Process**

5.1 At the point of admission to the school we wish to establish a full partnership with parents in order to promote the interests of the pupil body. The partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other assessment screening.

5.2 We seek to offer places to those whom we believe can contribute positively to the school community, and to whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

5.2.1 Potential pupils who have been excluded from another school or college for a drugs or alcohol related matter, or where the potential pupil has been involved with an offence that has been dealt with by the police then, the pupil will not be permitted to be enrolled as a pupil into Auckland College Independent School.

5.3 Applicants for places up to Year 6 will 1 day in school attending lessons with the appropriate age group. During the days staff will assess the pupils, in an appropriate way according to age, in literacy, numeracy and to make general comments about social interaction etc. Extra days may be requested if necessary, in order to assess any special needs.

5.3.1 External applications to Reception require a meeting to take place between parents and the EYFS Lead. Any developmental concerns or learning needs must be disclosed. The School reserves the right to decline admission to Reception if staff feel the child's needs cannot be met at Auckland College Independent School.

5.4 Due to the level of interest in the school there are very limited places available in Year 7. Applicants for places in post September in Year 7 and for places in Year 8 to Year 11 will attend school for at least one day and be given the opportunity to attend some lessons with the appropriate age group.

5.5 For any child with specific learning difficulties, the SENDCo will assess his/her special needs in order to ensure that the school is able to offer the appropriate support and facilities.

5.6 All applicants will be asked to provide a copy of their most recent school report. We reserve the right to make direct contact with any previous school and to request a confidential report. This will ask for comment on academic progress to date, involvement in the broader life of the school and general behavioural standards.

5.7 Reports from staff involved will be required and collectively, all this information allows the school to be reasonably sure that it is the right school for each pupil and to tailor our courses to meet the needs of the pupils. The school has to be able to educate and develop each pupil to the best of his / her ability and to ensure that any prospective pupil will be academically and socially at ease with his / her peers. In this way there is every chance that all pupils will emerge at the end of their time at the school having enjoyed the school and confident in their next steps.

5.8 Progress through the school is automatic but if there are occasions when such progression is not in the interests of either the child or the wider community, we would inform the parents well in advance and offer guidance as to future options for schooling (please see the terms and conditions).

5.9 Any offer is subject to our terms and conditions document, which will be issued to the parents.

5.10 Any offer is subject to transfer form being received from a previous school.

5.11 The Headteacher reserves the right to withdraw an offer of a place should unsatisfactory references be taken up.

5.12 In the event that a year group is full, the child's name will be placed on a waiting list and informed when and if a suitable place becomes available.

5.13 The waiting list is prioritised first by staff children, siblings and then by individual application.

5.14 The Headteacher reserves the right to prioritise places for staff members children on the waiting list.

5.15 Any offer of a place is conditional on both parents signing and agreeing to the Auckland College Independent School terms and conditions documentation. A grandparent who is the feepayer must also sign the documentation.

5.16 The Headteacher reserves the right to request that the child undertakes further taster days at the school prior to a final decision being made about the offer of a place.

5.17 For each pupil, the admission register must contain:

- Name in full- child's legal name
- Sex, this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18). However, registering a transgender student by their birth sex does not prevent staff treating the pupil for all other purposes as being of the gender which the child identifies, as long as the school has parental permission to do so.
- Name & address of every person known to the proprietor to be a parent/carer of the pupil (the address of the child/an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information.

- At least one telephone number at which the parent who they normally live with can be contacted in an emergency. The school will hold additional contact numbers, ideally requiring two per parent.
- In all cases the school will hold at least two emergency contacts per pupils (in the case that the pupil only has one parent, an additional contact will be held)
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school and starting date
- Name and address of the school last attended, if any
- The name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

5.18 School and nursery admissions documentation such as application forms, hold fields to reflect those required.

5.19 Any information that is required for which there is not a specific field on the school MIS will be held in the notes field until such time as the software can be re-written to contain such a field.

5.20 If a pupil fails to attend on the agreed admissions date, then the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity

## **6. Attendance**

As a school, we realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all pupils registered at school attend every day and on time, unless the absence is unavoidable.

We expect that all pupils will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all pupils of statutory school age, across the Key Stages to promote good attendance habits school-wide.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

Improving attendance is everyone's responsibility. The barriers to accessing education are wide and complex, both within and beyond the school gates and are often specific to individual pupils and families. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines, so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility as a parent and permitting absence from school without a good reason creates an offence against the law and may result in

prosecution in line with the Education Act 1996. These are the main strategies Auckland College Independent School has adopted to promote good attendance:

- Development of policy into effective practice which recognises the importance of good school attendance and promotes it across the school ethos
- Promote a safe, happy and learning school environment
- Provision of clear and high attendance expectations
- Promoting excellent attendance and its benefits
- Establishment of efficient and effective day to day management of attendance issues in order to reduce absence including persistent and severe absence
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Targeting additional support for attendance issues and prioritising areas of needs
- Ensuring every pupil has access to the fulltime education to which they are entitled.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

6.1 All pupils from Reception up are required to be in school by 08:30. The school day ends at 3pm Monday to for Reception to Year 9 students. Year 10 and Year 11 pupils finish at 4pm Monday to Friday. Morning registration is between 8.30-8.45, pupils arriving after 8.40am must sign in at the school office.

6.2 Pupils are not normally allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture. Pupils may leave the site for a pre-arranged medical appointment, requested by the parent. See 6.4.

6.3 If a child is ill, parents are asked to e-mail or telephone the school office before 08.30 on the first day of absence. Parents should confirm the reason for absence, either verbally, by email or letter. If the school has not heard from a parent or guardian, the school will telephone on the first day of an unexplained absence in order to ascertain the reason for the absence.

6.4 Requests for absence (i.e. medical or dental appointments) should be made by email or in writing to the school office to reach them at least three days in advance, except in an emergency, when parents are asked to telephone the school office before 08.30.

6.5 Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made to the Headteacher well in advance of the proposed absence.

6.6 Term dates are published in advance in order for parents to arrange holidays without disrupting a child's education.

6.7 Parents should inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.

## **7. Auckland College School's Attendance Registration System**

---

7.1 The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the first expected first day of attendance is the first day of the school year. However, many children do start mid-term and they must be included on the register on their first day of attendance.

7.2 The following system is followed:

Registration will be carried out in Classes/Forms by an adult who is an employee of Auckland College Independent School:

- For reasons of welfare all pupils will be registered before school in the morning and in the afternoon.
- ALL registers MUST be completed online during registration periods. A Registration mark (see Appendix A) MUST be placed against each child's name.
- Under no circumstances should the register be completed without seeing the pupil.
- When pupils are not in school and no e-mail or phone call is received by 09.00, the school office will contact the parents by phone as per process in Appendix B.

7.4 The school office will use the information to provide a school register, which will record those who were absent and also those who were present using the categories in Appendix A.

7.5 Letters or emails informing the school of future absences or explaining absences will be added to the MIS on the absence in question. Where a class/form tutor receives notification of a pupil's absence they should forward this to the school office email.

7.6 If pupils are present during registration but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips or matches MUST always be with the school office.

7.7 Teaching staff MUST inform the School Office of pupils /students are absent from a particular lesson, this can then be checked against the absence list in the office.

7.8 The minibus drivers will also register pupils who travel home via school transport as they embark the minibus.

7.9 Parents must notify the school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.

7.10 Parents/carers have a legal responsibility to ensure that pupils of statutory school age attend school on a regular and full-time basis.

7.11 Permitting an absence from school without good reason is an offence.

## **8. Support for attendance**

As a school we will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.

- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and pupils regarding attendance concerns

The Senior Attendance Champion, S Livramento, will regularly review attendance and work with pupils, parents and external agencies to improve attendance where needed. They will monitor and analyse weekly attendance patterns and trends targeting improvements for those pupils and/or cohorts that need it the most.

Auckland College School works together with parents and pupils to build a positive relationship between home and school, which is the foundation of good attendance. When a pupil's absence becomes a cause for concern, Auckland College Independent School will work together with parents to address any barriers to attendance for the pupil or their family. If there are barrier's that are outside of the school's control, all partners (which could include outside agencies) will work together, agreeing actions or interventions to address them. These actions and interventions will be regularly discussed and reviewed together with pupils and their families. If engagement with this support is proving challenging, then the school may include the local authority's School Attendance Support Team.

### **Medical Needs and SEND**

When pupils are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face and use a tiered approach to supporting medical needs. This starts with the universal offer of support for all pupils and leads to higher tiers of need where increasingly specialist support is required. We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. Pastoral teams work closely with mental health professionals (including a clinical psychology team) and the SEN team in the collective care of pupils.

Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where pupils have an EHCP, we will liaise closely with the pupil's SEN Caseworker to work towards the best attendance outcomes for the pupil. We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

## **9. Registration Categories**

Registration categories to be used in the registration process can be found at Appendix A.

## **10. Maintaining Records and Reporting to the Authorities**

10.1 If no reason for absence (N) is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol, in this case only, overwriting is allowable in an electronic system. An 'N' must not be allowed to remain indefinitely.

10.2 The school's attendance register is stored via the MIS system; this is off-site by means of a secure server and can be retrieved using a two-stage password protection system via an internet connection. Records are to be retained for a minimum of three years after the end of the school year in question.

10.4 The school will advise the local authority at School Attendance Team, [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk), whenever a child is deleted from the admission register on the grounds set out below:

10.4.1 When a child has been taken out of school and home educated

10.4.2 When a family has apparently moved away

10.4.3 When a child has been certified as medically unfit to attend

10.4.4 When a child is in custody for more than four months

10.4.5 When a child has been permanently excluded

10.4.6 When a child has been registered in accordance with a local authority attendance order and another school has been substituted by the local education authority, or arrangements have been made for the child to receive full time education otherwise than at school.

10.4.7 When a child has been registered at another school.

10.4.8 When a child has been registered at more than one school and he/she has ceased to attend this school and the proprietor of the school where he/she has also been registered has given consent.

10.4.9 When a child has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;

10.4.10 When a child has been granted leave of absence exceeding ten school days and have failed to return to school within the next ten school days and that there are not any reasonable grounds to believe that the pupil is unable to attend school due to sickness or other unavoidable cause and after jointly making enquiries with the local authority they have jointly failed to ascertain where the pupil is.

10.4.11 When a child has been continuously absent from school for a period of not less than twenty school days and the absence has not been authorised and there are not reasonable grounds to believe that the pupil is unable to attend school due to sickness or other

unavoidable cause and that the school and the local authority jointly have been unable to ascertain where the pupil is

10.4.12 When a child has died;

10.4.13 When a child has ceased to be of compulsory school age before the school next meets and the relevant person has indicated that they will cease to attend the school;

10.4.14 When a child has ceased to be a pupil at the school;

10.4.15 When a child has received nursery education and has not transferred to reception or higher class – where the child is of compulsory age.

10.5 These are also set out in detail in Children Missing Education 2024. Schools are also under a duty to provide information to the local authority for standard transitions if requested. Inspectors may remind schools that there is an overlap also with KCSIE which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination.

10.6 In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and, in any event, before deleting the child's name. As to non-standard admissions, the notifications is to be made within five days of the entry on the admission register.

10.7 From September 2016, a school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed. This will be in addition to the terms and conditions of the school/parent agreement. [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

10.8 We will notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous). [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

10.9 We will notify the authority when a child or pupil who has been recorded with the code I (illness) and the school have reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority agree any provision to ensure continuity of education for pupils who cannot attend because of health needs in line with the statutory guidance on arranging education for children who cannot attend school because of health needs. <https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

10.10 The school is aware of the broad duty to notify the School Attendance Team, [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk) of all non-standard admissions and departures. The school will be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in making returns as requested and reasonable enquiries where necessary.

10.11 The school keeps a record of all notifications to the School Attendance Team, [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

10.12 When a child is deleted from register then the local authority will be notified, [admissions@liverpool.gov.uk](mailto:admissions@liverpool.gov.uk)

10.13 The process for followed by Auckland College Independent School on Admissions and Deletions from the register are detailed in Appendices E and F respectively.

10.14 All records of admissions will be kept for six years

## **11. International Students**

The School will assess the visa needs of each student.

The School is a registered Student Sponsor (via the Home Office's UK Visa and Immigration (UKVI) unit).

The School reserves full discretion over any decision whether to sponsor the child.

The School has a limited number of CAS available each year for day students.

Parents of overseas students should appreciate that Auckland College Independent School expects overseas students to finish a complete course of study such as Reception to Year 2, Years 3-6, Years 7-9 or Years 9-11.

In order to cope with the academic and social demands of Auckland College Independent School students must be fluent English speakers.

Normally students should have been educated in the English medium for at least 3 years before coming to the School. English is assessed as part of our admissions process. Tuition in English as an Additional Language (EAL) must be arranged by the parents if required, and at the parent's expense.

### **Right to Study**

We require a copy of a prospective student's passport and visa (if applicable) to confirm their right to study in the UK.

Please check the link to see whether you need a visa to study in the UK: [www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa)

The School generally will issue a Child Student CAS (Confirmation of Acceptance for Study) and may issue a Student CAS in exceptional circumstances.

Auckland College Independent School has a Sponsor Licence with UKVI.

- All applications must be supported by a report from a student's current School and an interview.
- The School is required to take copies of a student's passport and visa on the first day of term or the first day that a student arrives at the School.
- The School must be notified if the student has obtained a new passport.
- The School must keep independent visa files on each international student. These may be inspected by the UKVI at any time.
- Unauthorised absence of more than 10 continuous days must be reported to UKVI.

When a student leaves the School before the scheduled end of course date, this will be reported to the UKVI. We are not required to report to UKVI that a student has finished their course (e.g. at the end of Year 11) and the student may have a certain amount of time to stay in the UK after their course has finished and before their visa expires.

A student cannot make their Student or Child Student application more than 6 months before the start of their course when applying from outside the UK or 3 months when applying from inside the UK. In both cases no later than 6 months after being sent the CAS.

If a Child Student turns 18 years old, they can carry on with their course until their permission to stay ends. If they want to do further study in the UK, they will have to apply under another category, for example Student route.

### **Child Student Visa**

You can apply for the Child Student visa if you are aged between 4 and 17 and you want to study at an independent School in the UK.

You must also:

- have a place on a course
- have the consent of your parent or guardian
- have enough money to cover your course fees and living costs
- meet the eligibility requirements Student Visa

The School may issue a Student CAS to a student aged 16 or over in exceptional circumstances, however, this would usually be reserved for students over the age of 18 when applying for their visa who are unable to apply for a Child Student visa.

### **Parent of a Child Student Visa**

Parents who wish to accompany their children to the UK can apply to do so under the Parent of a Child Student visa. Children under the age of 12 can be accompanied by one parent, who will be responsible for the care of the child within the UK. Children aged 12 and over are only able to reside with their parent if that parent holds a Parent of a Child Student permission issued on the basis of a younger sibling who has permission as a Child Student.

### **Ending Sponsorship**

We are required to collect this data from you if we stop sponsoring your Child Student or Student visa before your scheduled course end date. If you do not provide this data, you will continue to receive visa chase emails. You do not need to submit evidence if you complete your course by your scheduled course end date.

### **Leaving the UK**

We will require proof of your departure from the UK, for example:

- Flight Ticket - Scan/Photo/E-Ticket.
- Your Boarding pass - Scan/Photo/E-Pass.

- Entry stamp on passport confirming re-entry to your home country. Please ensure that your proof clearly identifies that you are the passenger.

### New Immigration Category

For students moving to a new immigration category we will require a copy of your new BRP for our records.

### Appendix A

#### Registration Categories

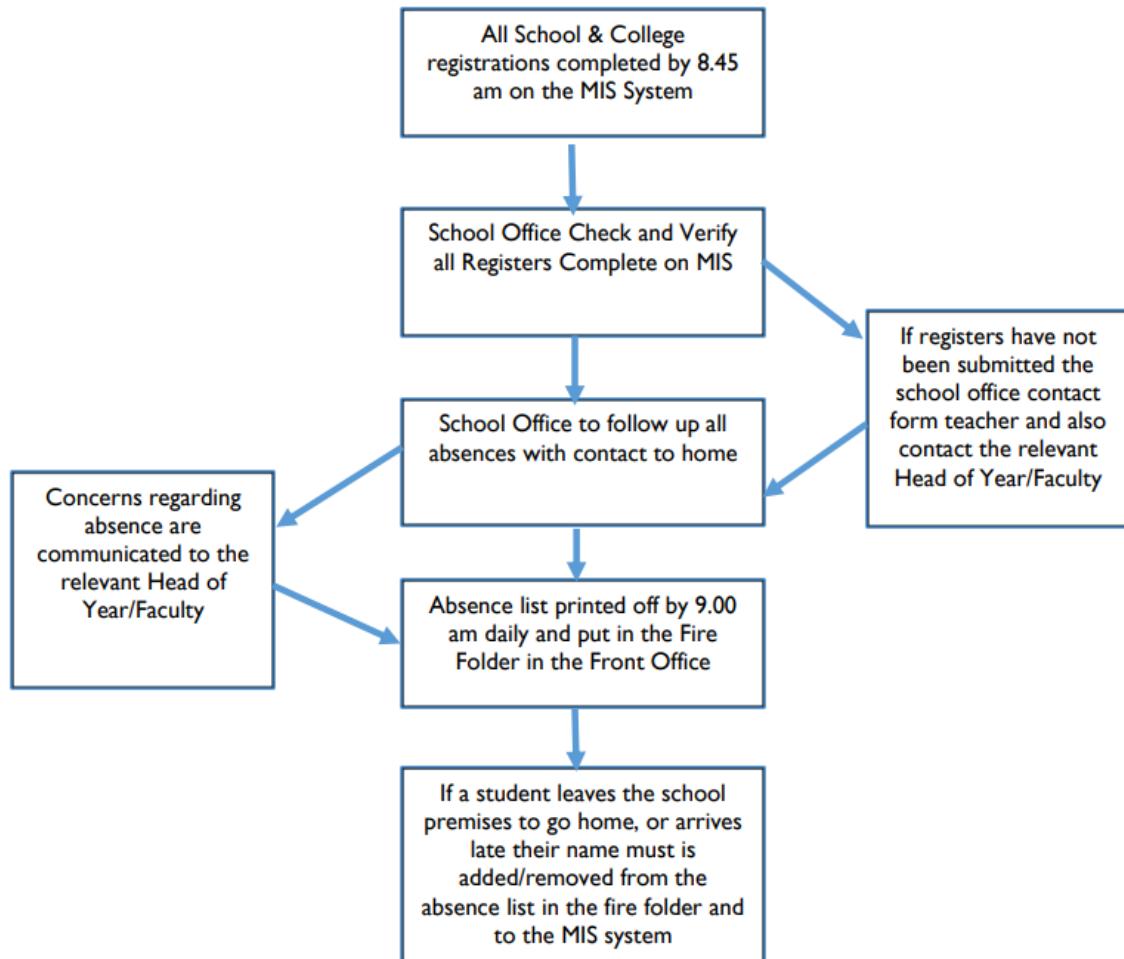
Register Mark	Description	Statistical Meaning	Physical Meaning
/	Am Present	Present	Present for whole session
\	Pm Present	Present	Present for whole session
B	Educated off site – not dual registration	Authorised educational absence	Out for full session
C	Other authorised circumstances	Authorised absence	Out for full session
D	Dual Registration – attending another establishment	Not a possible attendance	Out for whole session
E	Excluded – no alternative provision made	Authorised absence	Out for full session
G	Family holiday (not agreed)	Unauthorised absence	Out for whole session
I	Illness – not medical/dental appointment	Authorised absence	Out for whole session
J	Interview	Authorised absence	Out for whole session
L	Late before register closed (within 30 mins)	Present	Late for session
M	Medical/Dental appointment	Authorised Absence	Out for whole session
N	No reason yet provided	Unauthorised absence	Out for whole session
O	Unauthorised absence – not covered by any other category	Unauthorised absence	Out for whole session
P	Approved sporting activity	Authorised educational absence	Out for whole session
Q	Lack of access arrangements by LA	Not a possible attendance	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session

T	Parent travelling for occupational purposes	Authorised absence	Out for whole session
U	Late (after registration has closed) after 30 minutes grace period	Unauthorised absence	Late for session
V	Educational visit or trip	Authorised educational absence	Out for whole session
W	Work experience	Authorised educational absence	Out for whole session
X	Non-compulsory school age absence	Not a possible attendance	Out for whole session
Y	Enforced closure	Not a possible attendance	Out for whole session
Z	Prospective pupil not on admission register	Not collected for statistical purposes	Out for whole session
C1	Participating in a regulated performance or undertaking regulated employment abroad	Authorised absence	Out for whole session
J1	Attending an interview for employment or admission to another educational institution	Authorised absence	Out for whole session
C2	Pupil is absent from school for part of the week (on a part-time timetable)	Authorised absence	Out for whole session
Y1	Transport normally provided not being available	Not a possible attendance	Out for whole session
Y2	Widespread disruption to travel	Not a possible attendance	Out for whole session
Y3	Part of school premises being closed	Not a possible attendance	Out for whole session
Y4	Whole school site being unexpectedly closed	Not a possible attendance	Out for whole session
Y5	Pupil is in criminal justice detention	Not a possible attendance	Out for whole session
Y6	Public health guidance or law not to attend	Not a possible attendance	Out for whole session

Y7	Any other unavoidable cause [this includes absence due to non-payment of fees]	Not a possible attendance	Out for whole session
----	--	---------------------------	-----------------------

## Appendix B

### Registration & Checking Process



ALL MEMBERS OF THE ADMINISTRATION TEAM ARE TRAINED TO CARRY OUT THIS PROCESS.

IN THE EVENT OF A FIRE ALARM ALL CLASS LISTS AND ABSENCE SHEETS ARE TAKEN TO FIRE ASSEMBLY POINT BY A MEMBER OF THE ADMINISTRATION TEAM.

## **Appendix C**

### Process for Deletion from School Roll

#### **Reasons for removing a pupil from the Admissions Register**

Codes used when alerting the LA to pupils leaving.

A – the pupil has been registered at another school.

B – the pupil has not continued at the school following completion of nursery education. C – the pupil is also registered at one or more other schools and the other schools have agreed the deletion.

D – the pupil has a school attendance order which has been changed to name another school.

E – the pupil had a school attendance order which has been revoked.

F – the parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.

G – the pupil no longer normally lives a reasonable distance from the school.

H – the pupil has not returned following a leave of absence.

I – the pupil has been continually absent from school for 20 school days unauthorized, or 10 school days absence after authorized absence, and reasonable steps have been taken to secure the pupil's attendance.

J – the pupil is detained under a sentence of detention.

K – the pupil has died.

L – the pupil will be over compulsory school age and will not continue into the sixth form. M – the pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid.

N – the pupil has ceased to be a pupil at an independent school or non-maintained special school.

O – the pupil has been permanently excluded from the school, at an independent school or non-maintained special school.