

# TRIDENT ALTERNATIVE PROVISION

## Staff ICT and Electronic Devices Policy



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## Policy Statement

At Trident Alternative Provision, our mission is to **build firm foundations for the future**. We will: **nurture** the students in our care - addressing the social, emotional, and learning needs of individual students by providing the necessary help to remove the barriers to learning; **build** on their existing knowledge, skills, and state of personal development; **release** them into the world ready for their next stage of education and for adult life.

Regular attendance is a pre-requisite to fulfilling this aim. Students need to attend school regularly to benefit from their education. Missing out on lessons leaves them vulnerable to falling behind. Those with poor attendance tend to achieve less.

## Legal Framework

The legal framework governing attendance is set by the Education Acts and their associated regulations.

Section 7 of the Education Act 1996 states that: -

- The parent of every child of compulsory school age shall cause him/her to receive efficient, full time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise. Section 444 further states that: -
- “The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law. An offence is NOT committed if it can be demonstrated that: -
  - the student was absent with leave (authorised absence),
  - the student was ill or prevented from attending by unavoidable cause,
  - the absence occurred on a day set aside for religious observance by the religious body to which the student/parents belong,
  - the school is not within the prescribed walking distance of the child’s home and no suitable transport arrangements have been made by the LA. ‘Walking distance’ is defined as two miles for students under eight and three miles for all other students.
  - A limited defence is available to the parents of travelling children

The Act also places a legal obligation on: -

- Schools to register attendance and notify the Nominated Attendance Person within school of a child who is absent from school without authorisation for 10 or more days. The LA must be notified of any episodes of absence of 10 days or more under the ‘Child Missing Education/Children Not Receiving Education (CME/CNRE)’ protocol.
- The Headteacher and the proprietor are to ensure that two school registers are kept, one for attendance and one for admissions (under the Student Regulations Education (Student Registration) (England) Regulations 2006)

## Our Aims

- Trident Alternative Provision is committed to providing a full and efficient educational experience to all students. We believe that, if students are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.
- It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage excellent attendance for all our students.
- Our school will give a high priority to conveying to parents, carers, and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a

need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

- If there are problems which affect a student's attendance we will investigate, identify, and work in partnership with parents and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at the student resuming full attendance and consistent punctuality.

## Principles

Trident Alternative Provision will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and associated education law,
- complete registers accurately at the beginning of each morning and during the afternoon session, using the relevant absence and attendance codes outlined in the "Working Together To Improve Attendance" – see appendix 1
- stress to parents/carers the importance of contacting staff early on the first day of absence,
- display attendance rates around the school and reward good and improved attendance of all students,
- promote positive staff attitudes and support to students returning after absence,
- consult with all members of the school community in developing and maintaining the whole-school attendance policy,
- ensure regular evaluation of attendance procedures by senior managers and the school governors,
- work towards ensuring that all students feel supported and valued. We will send a clear message that if a student is absent, she/he will be missed,
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members, consider remote learning opportunities where necessary,
- take responsibility for Children not Receiving Education (CNRE), so that school are in regular contact with the student and parent, ensuring the students safety, working together so that the student can resume full time education, monitor, and regularly review those students subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full time attendance at school.

## Procedures

If no contact is received from the parents/carers of an absent student on the first morning of absence we will:

- follow 'first day contact' procedures and contact the parent/carer by telephone/text message, or if the parent is unavailable send a standard letter requesting information,
- consider sending a second letter if an explanation has still not been received after three days of unexplained absence or send a School Attendance Letter,
- the school administrator will contact the local authority's Education Welfare Officer to follow up absence if no response is received after 5 days of absence and refer to the family social worker if there are additional concerns regarding the family and no contact can be made with the parent,
- where there are safeguarding or similar concerns regarding the student/family additional services should be contacted immediately if the school is unable to contact the family. (e.g., social care, strengthening families)
- invite the parents/carer into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent, student, and the local authority's Education Welfare Officer. The aim of this meeting will be to identify and resolve the difficulties which are preventing the student from attending

school. The parents/carers will be made aware of the legal requirements regarding school attendance

- support the student's re-integration where a student is returning to school after an absence of longer than two weeks. In the event of a student returning after a long-term absence then a 'Reintegration Plan' can be implemented. The plan should include all members of the school staff and will be designed to be as supportive of the students' needs as possible
- provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support.

To ensure the success of this policy every member of the school staff will make attendance a priority and convey to the students the importance of their education.

## **Performance**

When evaluating success, the school will consider the impact of the work on school attendance by whether or not:

- Overall and Individual attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parent/carer response to absence has improved
- Re-integration plans, where implemented, have been successful
- There are specific key groups where a targeted approach is appropriate to raise attendance, e.g., children in receipt of student premium.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- Students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

## **Practice**

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data & comparing it against both the local and national average and considering the performance of key groups in comparison to the national data for that particular group.
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's local authority's Education Welfare Officer, if appropriate
- Recording (and retaining) carefully, all telephone messages/email or contact from parents
- A signed copy of any correspondence to parents is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention using the electronic ASTR form

## **Marking the Register**

- The register is a legal document which can be maintained in paper or electronic format. Registers, attendance & absence codes must be recorded accurately, and any paper copies must be marked in ink. The register, or content recorded within it, may be requested in a Court of law as evidence in a prosecution for non-attendance. It may also contribute data to students' end-of-term reports, to records of achievement, and to leavers' references.

- No student will be marked present unless present in the room when the register is taken or unless he or she has been given permission to be absent by the registering teacher.
- Spaces must not be left in the register.
- The register will be closed 30 minutes after the beginning of the morning session.
- Students must not mark the register under any circumstances.
- Attendance data from registers should be monitored appropriately.
- The decision to authorise an absence should be made within a maximum of ten school days from the date of the absence. If no reason has been provided during this time the absence should be recorded as unauthorised.

At Trident Alternative Provision we will keep an electronic register. We will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion we will record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)
- This will be done using the absence and attendance codes outlined in the DfE's "School attendance - Guidance for maintained schools, academies, independent schools and local authorities" – see appendix 1

We will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

The attendance register will be backed up every month either electronically or printed out in hard copy.

## Appendix 1:

### Section 8: Contents of the attendance register

197. All schools, except those where all the students are boarders, must keep an attendance register in accordance with regulation 6 of the Education (Student Registration) (England) Regulations 2006 as amended.

198. Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every student (with the exception of a student who is a boarder) is:

- Present;
- Absent;
- Attending an approved educational activity as defined in regulation 6(4); or
- Unable to attend school due to exceptional circumstances as defined in regulation 6(5).

199. Schools must record whether the absence of a student of compulsory school age is authorised or not. There is no requirement for schools to record whether the absence of students not of compulsory school age is authorised or not, but where possible schools should use the national attendance and absence codes to help them monitor their attendance and to form good attendance habits.

200. Schools must record the nature of the activity where a student of compulsory school age is attending an approved educational activity.

201. Schools must also record the nature of the circumstances where a student is unable to attend due to exceptional circumstances.

202. Schools cannot delete a student's name from the attendance register unless they have a reason (as set out in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended) to delete the student's name from the admission register; the student's name must be deleted from both registers at the same time.

### Attendance and Absence Codes

203. The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

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### Present

Relevant regulation: 6(1)(a)(i)

Code / \: Present in school / = am \ = pm

204. Students must not be recorded as present if they are not in school during registration. If a student were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed

205. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a student will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first

lesson in which registration takes place. A student arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate.

Absent

Authorised Absence from School

Relevant regulation: 6(1)(ii), 6(1)(b), 6(2), 7(1) and 7(2)

206. Authorised absence means that one of a specific set of circumstances applies, as set out below:

Code C: Leave of absence granted by the school

207. Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school<sup>6</sup> must not be, granted unless it has been applied for in advance by the parent who the student normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account 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 student can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

6 Schools maintained by the local authority or special schools not maintained by the local authority.  
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208. Specific leaves of absence may also be granted where:

A student is participating in a performance

209. A school maintained by a local authority or a special school not maintained by a local authority can grant leave of absence for a student to undertake employment during school hours for the purpose of taking part in a performance, within the meaning of section 37 of the Children and Young Persons Act 1963 if the local authority have given the student a licence for that performance.

210. Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. There are some exemptions, including the granting of Body of Persons Approval (BOPA). BOPAs can be issued by the local authority where a performance is to take place, or by the Secretary of State (generally only if there are to be many children involved and a number of different locations, but legislation does not limit this to those situations).

211. Schools should be sympathetic to requests for leave of absence that are supported by a licence or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a student's education. Where the licence specifies the dates that a student is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. However, where the terms of the licence or BOPA do not specify dates, it is at the discretion of the headteacher to grant leave of absence.

A student is subject to a temporary part-time timetable

212. All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a student's behaviour.

213. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the student is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the student and their parents. In agreeing to a parttime timetable, a school has agreed to a student being absent from school for part of the week or day and therefore must treat absence as authorised.

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A student is pregnant

214. Leave for maternity is treated like any other leave of absence. We would expect schools to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific circumstances of each case. Ultimately it is at the headteacher's discretion how much leave to grant.

Code H: leave of absence for the purpose of a family holiday granted by the school

215. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.

216. An application for leave of absence should (and from certain schools must) not be granted unless it is made in advance by a parent the student normally lives with and the school is satisfied that there are exceptional circumstances based on the individual facts and circumstance of the case which justify the leave. Where a leave of absence is granted, the school will determine the number of days a student can be absent from school. A leave of absence is granted entirely at the headteacher's discretion.

Code E: Excluded but no alternative provision made

217. If no alternative provision is made for a student to continue their education whilst they are suspended from school or excluded from school, but their name is still entered in the admission register.

218. When a student of compulsory school age is suspended or permanently excluded from a maintained school, student referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion. Where alternative provision is made schools should record this using the appropriate code for attending an approved educational activity.

Code I: Illness (not medical or dental appointment)

219. Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools must record absences as authorised where students cannot attend due to illness (both physical and mental health related).

220. In the majority of cases a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals, their staff and their appointments system particularly if the illness is one that does not require treatment by a health professional. Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

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221. Students with long term illness or other health needs may need additional support to



continue education, such as alternative provision arranged by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. This applies whether or not the child is registered at a school and whatever type of school they attend. The education must be full-time or as close to full-time as the child's health allows. DfE's statutory guidance on ensuring a good education for children who cannot attend school because of health needs sets out that local authorities should provide education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. Local authorities should have a named officer responsible for the education of children with additional health needs.

Code M: Medical or dental appointment

222. Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the student should only be out of school for the minimum amount of time necessary for the appointment.

223. If a student is present at registration but has a medical appointment during the session in question, no absence needs be recorded for that session.

Code R: Religious observance

224. Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents).

225. As a general rule, we would interpret 'a day exclusively set apart for religious observance' as a day when the student'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.

226. 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 as authorised on this basis; the rest of the request would be a leave of absence, and this is granted at the school's discretion as set out under Code C.

227. Schools and local authorities may seek to minimise the adverse effects of religious observance on a student's attendance and attainment by considering approaches such as:

- Setting term dates around days for religious observance;
- Working with local faith groups to develop guidance on absence for religious observance;

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- Schools taking INSET days that coincide with religious observance days; and
- Providing individual support for students who miss sessions on days exclusively set apart for religious observance.

Code S: Study leave

228. Study leave should not be granted by default once tuition of the exam syllabus is complete, it should be used sparingly and only granted to Year 11 students during public examinations. If schools do decide to grant study leave, provision must still be made available for those students who want to continue to come into school to revise.

229. As study leave is unsupervised it must be recorded as absence.

Code T: Traveller absence

230. A number of different groups are covered by the generic term traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

231. This code should not be used for general absences by those groups. It must only be used when the student's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. This code should not be used to record any other types of absence by these groups.

232. Students from these groups whose parent(s) do not travel for occupational purposes are expected to attend school as normal. They are subject to the same rules as other students in terms of the requirements to attend school regularly once registered at a school.

233. Where a student has no fixed abode because their parent(s) is engaged in a business or trade that requires them to travel, there is an expectation that the student attends at least 200 sessions per year. The student must attend school as regularly as the business permits and therefore, if the business or trade permits the student to attend for more than 200 sessions per year, they should do so.

234. To help ensure continuity of education for students, when their parent(s) is travelling for occupational purposes, it is expected that the student should attend school elsewhere when their parent(s) is travelling and be dual registered at that school and their main school.

#### Unauthorised Absence from School

Relevant regulation: 6(1)(ii) and 6(3)

235. Unauthorised absence is where a student's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a student's absence has not been provided and cannot be established.

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Code G: Holiday not granted by the school or in excess of the period determined by the school

236. Where the school has not granted 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 longer than the period of leave granted.

237. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not (and from certain types of school cannot) be granted.

Code N: Reason for absence not yet provided

238. Schools must follow up all unexplained and unexpected absence in a timely manner.

239. Every effort should be made to establish the reason for a student's absence. When the reason for absence has been established the school should record the student's absence using the relevant code.

240. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. Code N should not therefore be left on the student's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the student's record to Code O.

Code O: Absent without authorisation

241. Where no reason for absence is established or the school is not satisfied that the

reason given is an authorised absence.

Code U: Arrived in school after registration closed

242. Where a student has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.

243. 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 student will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place.

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Attending an approved educational activity

Relevant regulation: 6(1)(a)(iii), 6(1)(c), and 6(4)

244. An approved educational activity is where a student is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision.

245. Students can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of students taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity.

246. The activity must take place during the session for which it is recorded and for students of compulsory school age the school must record the nature of the activity.

Attending another school at which the student is registered

Relevant regulation: 6(1)(a)(iii) and 6(4)(b)

Code D: Dual registered at another school

247. The law allows for a student to be registered at more than one school. This code is used to indicate that the student was not expected to attend the school in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis.

248. Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absence are promptly followed up.

Attending an educational activity that takes place outside the school

Relevant regulation: 6(1)(iii), 6(1)(c) and 6(4)(a)

Code B: Off-site educational Activity

249. Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school.

250. For students of compulsory school age, schools must also record the nature of the activity, examples are:

- attending taster days at other schools;

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- attending courses at college;
- attending unregistered alternative provision arranged or agreed by the school.

251. The educational activity must take place during the session for which it is recorded.

252. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard the student. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the student. The school should record the student's absence using the relevant absence code.

253. This code must not be used for any unsupervised educational activity i.e., when a student is at home doing some schoolwork.

Code J: At an interview with prospective employers, or another educational establishment

254. Attending an interview 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 school.

255. This must take place during the session for which it is recorded.

Code P: Participating in a supervised sporting activity

256. Taking part in a sporting activity that has been approved by the school. If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. However, the final decision on approving the activity rests with the school and they should take the effect on the student's general education into account.

257. The sporting activity must take place during the session for which it is recorded.

258. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the student. The school should record the student's absence using the relevant absence code.

Code V: Educational visit or trip

259. Attendance at an organised visit or trip, 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.

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260. The educational visit or trip must take place during the session for which it is recorded.

261. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the organiser of the visit or trip notifies the school of any absence by the student. The school should record the student's absence using the relevant absence code.

Code W: Work experience

262. Work experience is for students in the final 2 years of compulsory school age.

263. The work experience must take place during the session for which it is recorded.

264. Approved educational activity must be supervised by a person authorised by the school. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the student. The school should record the student's absence using the relevant absence code.

Unable to attend due to exceptional circumstances

Relevant regulation: 6(1)(iv), 6(1)(d), 6(5), 6(7) and 6(2)(b)(i)

Code Y: Unable to attend due to exceptional circumstances

265. Where a student is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when students are due to attend; or
- the transport provided by the school or a local authority is not available and the student's home is not within safe walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

266. Schools must also record the nature of the circumstances in which a student is unable to attend school.

Walking distance

267. In relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available safe route.

Student in custody

268. Code Y is also used where the student is in custody; detained under a court order for a period of less than 4 months or is returning to the school at the end of their custodial period.

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Administrative codes

Code X: Non-compulsory school age student not required to be in school

269. Where a student not of compulsory school age is attending school part-time.

270. For example, where parents have chosen for their 4 year-old child to attend parttime until later in the school year but not beyond the point at which the child reaches compulsory school age.

Code Z: Prospective student not on admission register

271. To enable schools to set up registers in advance of students joining the school to ease administration burdens.

272. Schools must enter a student's name on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

273. In the normal admissions round, when parents have accepted the school place offered, the local authority can inform schools on behalf of the parents and notify the school when the parent has agreed that the student will attend school. This can also be the case where the local authority co-ordinates in-year applications for school places.

274. If a student fails to attend on the agreed starting day, the school must establish the reason and record the student's absence using the relevant absence code.

Code #: Planned whole or partial school closure

275. Whole school closures that are known and planned in advance such as:

- days between terms;
- half terms;
- occasional days (for example, bank holidays);
- weekends (where it is required by the management information system);
- up to 5 non-educational days; and
- use of school as a polling station.

276. Partial school closures that are known and planned in advance such as:

- 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and

- Use of part of the school as a polling station.