



## Registration Policy

The register is a legal document and may be called for examination by an Inspector. Each class teacher is responsible for keeping his or her class register up to date. Accurate registers are vital for fire drills.

Morning registration is at 8:45 a.m. for primary pupils and 9.00 for secondary pupils, after which time children are marked late.

After morning and afternoon registration, the registers are collected and kept in the designated place.

### Marking of registers

Use only black pen.

Make any alterations to the attendance register clearly using a different colour. Do not use Tippex or any similar product.

The register is divided into three sections, one for each term (autumn, spring, summer). A whole week's space should be left blank at half term and 'Half Term' written across the space.

The register must be completed in accordance with the guidelines set out by the Department for Education as amended from time to time.

At the time of this policy's adoption the following codes are required:

Code	Meaning
/	Present in the morning
\	Present in the afternoon
B	Educated off site (NOT Dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (i.e. pupil attending other establishment)
E	Excluded (No alternative provision made)
G	Family Holiday (NOT agreed <u>or</u> days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Absence (not covered by any other code/ description)
P	Approved sporting activity

R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registration closed)
V	Educational visit or trip
W	Work experience
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Forced and Partial Closure
Z	Pupil not on roll
#	School closed to pupils

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Immanuel Christian School  
Registration Policy – version 2  
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