

EDUCATION WELFARE SERVICE

Education (Pupil Registration) (Wales) Regulations 2010.

ATTENDANCE REGISTER COMPLIANCE WITH REGULATIONS AND GUIDANCE

School	
Tutor Group/Class	

Register Keeping Checklist

Has the register been taken for each session for every child in the class?	
Is the information in the register complete? (name, address, d.o.b., contact number, etc.)	
If any child's name is removed from the register, is the reason recorded? Please record the names of pupils where a destination is blank.	
If blank or other/unknown has been recorded, are schools following CME procedures and referring to SAO for follow up?	
Have the correct codes been used for authorised absences?	
Are there any missing marks. Are these random or do they apply to specific form or year groups?	
Where N's (no reason given) are recorded, is there evidence that the school follows up to find reasons for absence?	
Are there N's on the register from over a fortnight ago?	
Where pupils are late, is there evidence that the any pupil who arrives late but before the register is closed is marked 'L' (is the time of arrival recorded?) and where those arriving after the register closes are marked with 'U'?	
What time does the register close?	
Have the reasons for absence or lateness been recorded? (e.g. how information was obtained, nature of illness, etc.)	
Is the nature of follow-up to absence or lateness recorded? (e.g. letters to parent, referral to EWS, etc.)	
If Study Leave is used is this marked accurately in the registers? If so, how many weeks do pupils have?	
Are there any blocks of B's used before holidays and prior to the GCSE exam period?	
Are there any pupils who are recorded with all B's? (please record details of these pupils)	
Are any B's recorded in primary schools. If so, please record names and explanation.	

Where pupils are dual registered or attending provision off site. Who checks that they are attending?	
Generally how are holidays being recorded? G or H	
Is F – Extended Holidays being used (please record details of pupils and duration of use)	
Are there more than 10 fixed term exclusions (E) in any 1 block? (please record details of these pupils)	
Are there any periods of absence immediately following fixed term exclusions? (please record details of these pupils).	
Has the school had any uses of the Y code. If so, ascertain why and whether Y was applied to the whole school or a discrete group.	
Are there any pupils of compulsory school age who are marked with an X for any sessions (please record details of these pupils)	
Is the schools using the “red flag” system (SIMS schools) to record explanations for lateness, absences etc.	
Do year 7 pupils have a phased start in September. If so what are the implications for the rest of the year groups and how are registers marked?	
Are there any guest registered pupils? (please record details of these pupils)	
For secondary schools only : Do year 7’s have a phased start in September. If so, how are other years marked?	
For secondary schools only: Is W being used appropriately eg in blocks of 1 to 2 weeks for Year 10’s (same time of year) or in regular patterns of 1 - 3 days each week for Years 10 and 11? If it is used for regular days, please obtain details of monitoring arrangements during feedback discussions. Please record details of any uses of W that do not conform to these patterns.	

Other observations regarding register

EWO:

Date:

Code	Meaning	Statistical category
/\	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
D	Dual registered (present at another school of PRU)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work experience (not work based learning)	approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
F	Agreed extended family holiday	Authorised absence
H	Agreed family holiday	Authorised absence
I	Illness	Authorised absence
M	Medical or dental appointment	Authorised absence
S	Study leave	Authorised absence
E	Excluded but no alternative provision made	Authorised absence
R	Day set aside exclusively for religious observance	Authorised absence
T	Traveller absence	Authorised absence
N	No reason for the absence provided yet	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	Unauthorised absence
U	Late and arrived after the register closed	Unauthorised absence
X	Un-timetabled sessions for non-compulsory school-age pupils	Not required to attend
Y	Partial and forced closure	Not required to attend
Z	Pupils not on roll yet	Not required to attend
#	School closed to all pupils	Not required to attend