



ST EGWIN'S C.E.
MIDDLE SCHOOL

Attendance Register Policy

Dated – September 2020

Review date – September 2021

We must have a register

All schools, except for boarding-only schools, are required to have an attendance register. You must include all pupils, regardless of their age, on this register.

In a boarding school, if you have any day-pupils, you must keep an attendance register for them. However, there's no requirement to do so for your boarding pupils.

The requirements for the register are set out in [Department for Education \(DfE\) guidance](#) and [legislation](#), which we refer to throughout this article.

When to take the register

You must take the attendance register at the start of the morning session of each school day and once during the afternoon session.

You're not required to take additional attendance registers in individual lessons or for before and after-school sessions.

What format it can take

You can keep the register physically or on a computer. However:

- If you're keeping it physically, you must make the entries in ink
- If you're keeping it on a computer, you must make back-up copies at least once a month in an electronic, micro-fiche or printed copy

How long to keep it

You must keep all entries in the attendance register for at least 3 years from the date on which the entry was made.

If you're taking the register on a computer, you must keep your back-up copies of the register for at least 3 years after the end of the relevant school year.

What to record

Each time you take the register, you must record whether each pupil is:

- Present
- Absent, and if the pupil is of compulsory school age, whether or not this absence was authorised
- Attending an approved educational activity, and if the pupil is of compulsory school age, the nature of this activity

- Unable to attend due to exceptional circumstances, and the nature of those circumstances

You should use the DfE's absence and attendance codes to record this information in a way that complies with the legislation and is in-keeping with the school census system.

Look at the [list of attendance codes](#) to make sure you're recording the entry correctly on your electronic register, or any other system you use to download data for the school census.

Pupils who miss part of a session

If a pupil leaves school after registration, you must still record them as present at registration, as they will still count as present for statistical purposes.

There's no minimum time that a pupil has to be in school to be recorded as attending, so long as they're there during registration.

Making amendments

Where you make a correction to an entry in the register, it should indicate the:

- Original entry
- Amended entry
- Reason for the amendment
- Date on which the amendment was made
- Name or title of the person who made the amendment

Who can take the register

It's up to the HT to decide which staff members can take the register.

There's no requirement for it to be taken by a teacher, and other staff like teaching assistants and external cover staff can take it.