Recording Joiners:

Statutory school aged applicants should be admitted on the day* that you expect them to attend and not when they actually arrive at the school. Should an applicant not arrive, schools will need to consider one of the following actions:

- Where the applicant is of statutory school age and the school has been contacted on or before the expected date by a parent who advises the applicant will not be starting at the school and has / will be admitted at another school, the school can set the applicant status to withdrawn

- Where the applicant is of statutory school age and the school has not been contacted on the expected date by a parent, the applicant's record must be admitted and the appropriate absence code entered. Please use unauthorised absence (Code O).

*Expected does not only apply to the first day of term, it also includes “in year” admissions where a date has been agreed either:

- Where a parent has approached the school independently, or
- Where a date has been given through the Fair Access process or via School attendance order process.

Part-time pupils: Remember to add end dates for part-time pupils who will become full time in September.

UPN information is required for School Census. It is expected that the majority of applicants will have a UPN unless they are being admitted into Nursery, or the applicant has not attended a school in England previously. Please email management.information@kent.gov.uk if you require a UPN check before issuing a permanent UPN.
Attendance Codes for Dually Registered Pupils:

Measures have been introduced to avoid the double counting of attendance and absence for pupils who are registered at more than one school. Each school will need to:

• Record the attendance and absence for the sessions the pupil is required to attend at their school.

• Use Code D (Dual Registered at another educational establishment) to record all of the sessions that the pupil is due to attend at the other School.

Attendance code D is NOT collected in the school census as it is not counted as a possible session.

The number of ‘Sessions Possible’ for dual registered pupils recorded by the main school should exclude those when the pupil is due to attend the subsidiary school and vice versa.

When to use Code B ‘Educated Off-Site’:

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Schools are responsible for the safeguarding and welfare of pupils educated off-site. By using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils.

This code should NOT be used for any unsupervised educational activity or where a pupil is at home doing school work. The school should record the pupil’s absence using the relevant absence code.

Related Documents:
EIS Information Notice 14-E044 and 14-E045
DfE Attendance Policy November 2013
http://www.kelsi.org.uk/pupil_support_and_wellbeing/targeted_support/attendance.aspx
DfE School Census preparation and guidance
http://www.kelsi.org.uk/school_management/day-to-day_administration/management_information/school_census.aspx

Contacts:
Management Information
Management.info@kent.gov.uk

Attendance and Inclusion :
Ashford and Shepway: - 03000 410072
Maidstone, Tonbridge and Malling: - 03000 410641
Dover and Thanet: - 01227 284655
Canterbury and Swale: - 01227 284495
Dartford and Gravesham: - 03000 411941
Tunbridge Wells and Sevenoaks: - 03000 411958