

Recording Leavers:

The facility to record leavers enables accurate records to be kept about pupils after they have left the school. During the summer term you will need to mark most, or all, of the affected pupils as leaving on the same day. **If you are not sure whether or a not a pupil is leaving , keep them on-roll and only mark as a leaver if they do not return at the start of the next academic year.**

To ensure that information required for statutory returns is accurate and up-to-date, it is recommended that you check that all leavers have the minimum statutory information recorded before making them a leaver, e.g. **Ethnicity, First Language (using the Bulk Update routine), Leaving Reason and Destination Notes.**

IMPORTANT NOTES:

It is essential that you do **not** record leavers by removing their date of admission as this affects all historical data relating to that pupil.

If a pupil who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove their date of leaving as this also affects the history.

Due to the amount of processing required, it is recommended for Secondary schools when using the leavers routine to deal with one registration group at a time.

A leaving date during the school holidays should not be assigned. This should reflect the last date of the academic year if the pupil does not return at the beginning of the next term.

To assist with Local Authority (LA) statutory processes and the monitoring and support of children missing education, please add a relevant **Reason for Leaving** and **Destination after Leaving**. Please ensure you check the Reason for Leaving with relevant staff within the school before adding 'Unknown' or 'Other'.

Please keep your school MIS up to date, it is essential that you do not wait for the Census. Your school data is used by the LA from mid – September onwards.

Do not keep pupils on roll as part of 'Raising the Participation Age' when they have left the school.

Primary Phase Schools Only:

Pre-Statutory School age:

For pupils aged 4 years, schools are not obliged to use individual absence and attendance codes. However we encourage schools to use these codes and, if you do so, the appropriate absence will be returned in the School Census. If you do not use these codes then you should provide the total number of absences for the attendance period by recording these as sessions missed due to authorised absence. Absences recorded for 4 year olds will not be treated as 'authorised' or 'unauthorised' and instead will be reported, and published, as overall absence.

Secondary Phase Schools Only:

Year 11 Students Only:

Please note that the DfE rules regarding attendance for Year 11 students for the second half of the summer term / term 6 is as follows:

- The official leaving date is the last Friday in June in the school year in which the pupil reaches age 16.
- Where a Year 11 pupil has applied and been accepted into the school sixth form, they should remain on roll and not be made leavers. Code X can be used for the period after the last Friday in June until the end of term. A weekly attendance pattern can be entered for affected students.
- Where a Year 11 pupil has not applied or has not been accepted into the school sixth form, they must remain on roll until the last Friday in June. If the school decides to give leave of absence after the students complete examinations, Code C can be used to record the authorised absence. A weekly attendance pattern can be entered for affected students.
- Secondary schools are reminded that the Autumn School Census will collect attendance data for the entire Summer term i.e. terms 5 & 6.

Post 16 Non Statutory school age:

If a Year 11 pupil has been accepted into 6th form and remains on roll, but does not return in the autumn term, schools are advised to use Attendance Code N (Reason for absence not yet provided). This will enable Management Information to differentiate between expected pupils and actual pupils on roll.

To help with course completion information for Post-16 students, it is necessary to make use of the Leavers routine in advance of the pupils actually leaving. The end date for the course will be set in line with this 'expected' leaving date and when the School Census is run, the courses will be interpreted as having been completed.

Related Documents:

DfE Attendance Policy May 2022

<https://www.gov.uk/government/publications/school-attendance>

Working together to improve school attendance (from September 2022)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

DfE School Census guidance

<https://www.gov.uk/guidance/complete-the-school-census>

Contacts:

Management Information

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