

## 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starting at the school **and** has / will be **admitted at another school**, the school can set the applicant status to withdrawn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](mailto: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](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](http://www.kelsi.org.uk/school_management/day-to-day_administration/management_information/school_census.aspx)

### **Contacts:**

#### **Management Information**

**Management.information@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