

## **Attendance Update for Students, Parents and Carers**

### **Registration and Coding – Changes to Procedures**

#### **Autumn 2025**

**In line with Statutory Government Guidance:**

<b>TIME</b>	<b>REGISTER</b>	<b>MEANING</b>	<b>ATTENDANCE CODE</b>
<b>9.00 am</b>	<b>Register Opens</b>	<b>Present</b>	<b>\</b>
<b>9.30 am</b>	<b>Register Closes</b>	<b>Student arrives before register closes:</b>	<b>L</b>
<b>9.30 am onwards</b>	<b>Student Present after Reg. Closes</b>	<b>Student arrives after register closes –this is a negative attendance mark.</b>	<b>U</b>
<b>12.00 pm</b>	<b>PM Register Taken</b>	<b>Present</b>	<b>/</b>

**Students who regularly receive U codes may still be subject to school attendance interventions, which may include truancy penalty notices or prosecution. We always seek to offer supportive interventions first.**

**IF YOU NEED SUPPORT WITH YOUR CHILD'S ATTENDANCE, PLEASE CONTACT US.**