



Registration Policy

The register is a legal document and may be called for examination by an Inspector. Each class teacher is responsible for keeping his or her class register up to date. Accurate registers are vital for fire drills.

Morning registration is at 8:45 a.m. for primary pupils and 9.00 for secondary pupils. Afternoon registration is at 1.00 for secondary and 1.15 for primary pupils.

A pupil who arrives up to half an hour after the close of the register is to be marked L. If they are later than this it should be marked as “unauthorized absence”. If a pupil is repeated late, please notify the head.

The register is to be completed online, twice daily. Registration codes are on the online register and as below.

There is a wipe-clean manual fire register to be used for any absent pupils. Pupils are listed on this register and in the case of a class absence their name will be crossed out using a whiteboard marker until the end of the day when the register is wiped clear again. In the case of a fire drill or in the event of a fire, these registers are taken outside as the pupils exit the building and are used to confirm all pupils present have left the building.

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

Immanuel Christian School
Registration Policy – version 2
Adopted at Governors Meeting on 26/01/2016.
Reviewed January 2018
Adapted and reviewed 25.2.22
Reviewed and amended 7.9.24
Reviewed 6/10/25

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)