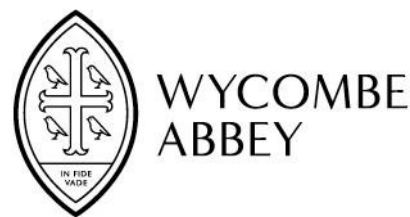


Attendance Registration and School Roll Procedure



1. Introduction

- 1.1 For girls to benefit fully from the educational opportunities provided at Wycombe Abbey, they must have high levels of attendance and punctuality. Ineffective attendance registration and follow-up procedures can increase the risk of educational underperformance, which can negatively affect personal and social development among pupils. A child missing school may indicate a pupil who is at risk of harm. Consequently, the School maintains registers in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, Education (Independent School Standards) (England) Regulations (2014), National Minimum Standards for Boarding (Sept 22), Equality Act 2010 and Data Protection Act 2018 and UK GDPR.

The School is required by law to accurately record and maintain two separate registers: an Attendance Register and an Admissions Register, known as the School Roll. All pupils must be placed on the Admissions Register and have their attendance recorded in the Attendance Register.

This Policy has regard to the following guidance and advice:

- [Working together to improve school attendance \(2024\)](#)
- [Summary table of responsibilities for school attendance \(2024\)](#)
- [Toolkit for schools: communicating with families to support attendance \(2024\)](#)
- [Keeping children safe in education \(Sept 2024\)](#)
- [Working together to Safeguard Children \(DfE Dec 2023\)](#)
- [School behaviour and attendance: parental responsibility measures \(2020\)](#)
- [Children missing education \(2016\)](#)
- [Supporting pupils with medical conditions at school \(2017\)](#)
- [Mental Health issues affecting a pupil's attendance: guidance for schools \(2023\)](#)
- [Remote education: guidance for schools \(2023\)](#)

- 1.2 The Deputy Head (Pastoral), who is a member of the Executive Leadership team, is the School's designated 'Attendance Champion' and has lead responsibility for overseeing pupil attendance; they will provide attendance data and information to the relevant Local Authority, Secretary of State and governing Council, where appropriate. They will lead on the implementation of this policy, seeking views from the community as necessary, monitoring efficacy of the School's strategies and provide a formal annual review to governing Council.

The Deputy Head (Pastoral) can be contacted on fawkesv@wycombeabbey.com.

- 1.3 The School monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance.

- 1.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 1.5 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to all members of the community.
- 1.6 This policy therefore covers important routine attendance matters, but also the arrangements for those pupils who are absent from education, particularly on repeat occasions and/or for prolonged periods.

2. Attendance Registration

- 2.1 The Attendance Register is taken twice a day, at the start of the morning session and then again at the start of the afternoon session for all pupils. On each occasion, the School records whether each registered pupil is physically present in School or, if not, the reason they are not in School by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- 2.2 Teachers are also asked to register all academic lessons through iSAMS.
- 2.3 Boarding pupils are covered by the Boarding Standards: Standard 20.5 places a legal requirement upon staff who have boarders in their charge to always know their whereabouts (or to know how to find their whereabouts).
- 2.4

Day	Morning	Afternoon	Evening	Bedtime
Monday to Friday	Boarders and Day Boarders - All Years 8:20am Registration at start of Morning with Tutor and at all lessons through the day.	Boarders and Day Boarders – All years Pupils are registered in their first afternoon lesson by their teacher and all subsequent lessons	Boarders – All Years Registration in House	
Saturday	Day Boarders - All Years Pupils should register in the School office before their first lesson and in all subsequent lessons. Any pupils who do not have a lesson on Saturday period 1 should register at the School	-	-	-

	office when they arrive in School.			
	Boarders – All Years Registration in House and all lessons during the day.	-	Boarders – All Years In House at 5:00pm	Boarders – All Years Registered in House
Sunday	Boarders – All Years Registration in House between 8:30am and 10:30am	Boarders In House at 1:00pm.	Boarders – UIII In House at 6:00pm Boarders – UIV to UVI In House at 5:00pm	Boarders – All Years Registered in House

Housemistresses maintain records of pupils' planned activities for each weekend and of parental permission for Exeats or visits. Registration occurs at clearly publicised times in each House at weekends, and always at bedtime.

Registers are a legal record. Attendance data is stored in our electronic database and backed up every day. Data is retained for a period of six years. Where amendments are made to the registers, the School will ensure that the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

3. Absence

Pupils are expected to attend all academic lessons and extras unless there are particular reasons for their absence, e.g. illness. Where a pupil absence is known and has been agreed (including illness, approved school events etc.) this information is available on iSAMS. Where a pupil is absent from a lesson without explanation the member of staff should report to the School Office.

Pupils are provided with clear expectations via the Community Rules. Failure to comply with the rules will be dealt with under the Behaviour and Sanctions Policy.

3.1 Additional Needs

The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Suitable strategies will be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

3.2 Sickness Return

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

3.3 Prolonged and persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

4. Weekends and Exeats

The School expects pupils to live with their parents or guardians when they are away from School during term time and for Short Leaves and Long Leaves. Parents or guardians are asked to give written authority to a pupil's Housemistress before they leave the School to stay with another family.

Before Leaves boarders are expected to remain at School until the time stated in the School Diary and return by the times stated in the School Diary, unless prior arrangements have been made with their Housemistress.

Parents of pupils wishing to take weekend leave must make arrangements with their Housemistress and complete the "Weekend form" by the Wednesday evening preceding the planned leave. Parents are asked to provide details of where pupils are staying, time of departure and travel arrangements. Pupils are expected to stay with their parents or an appropriate adult (in normal circumstances over the age of 25) when away from School. Where a Pupil is not staying with their parent, legal guardian or education guardian the School will require confirmation of the arrangements.

Pupils in Clarence are not required to observe all of the closed weekends and may take an overnight exeat on any weekend, except for the first weekend of the Autumn Term.

Suitable arrangements must be made for travel at the end of term and for Leaves for all pupils and this information should be sent to the relevant Housemistress as far in advance as possible.

5. Request for Exceptional Absence

Requests for exceptional absence must be made in writing to the Housemistress and should be sent at least **two weeks in advance** wherever possible. These will normally be referred to the Deputy Head (Pastoral) or to the Headmistress for authorisation. Term dates for parents are published sufficiently far in advance in order that holidays can be arranged without disrupting their child's education. The School therefore expect pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is the School's policy not to allow holiday to be taken during term unless there are exceptional circumstances.

6. Short exeats/Town Permission

- 6.1 With the exception of pupils in UVI, pupils are not allowed to leave the site without their Housemistress's permission. Permission for trips into High Wycombe may be given by Housemistresses. See Supervision of Pupils Policy for details. Otherwise, pupils are not allowed to leave the site unless accompanied by a member of staff, for a trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance.

- 6.2 All pupils should sign out whenever they leave the site and sign in on return. This is to ensure we always know where pupils are while they are in our care. See Supervision of Pupils Policy for Signing In and Out of School arrangements.

7. Remote Learning

- 7.1 The School believes that learning on site and in person is preferable for pupil's academic and social development.
- 7.2 Where circumstances are such that a pupil is unable to attend School in person, but they are able to learn remotely (e.g. a physical or mental health concern), the provision will be discussed with appropriate members of ELT.
- 7.3 Remote learning should only be provided as a temporary measure.
- 7.4 Pupils receiving remote education should still be marked as absent in the attendance register.

8. Child Student Visa Pupils

- 8.1 Pupils who attend Wycombe Abbey under a Child Student Visa must inform the School of travel details (including details of their transport arrangements from the airport to School) and accommodation plans for all Short/Long Leaves and end of terms as well as the details of any additional time away from School e.g. Weekend Leaves. This information will be recorded centrally. Pupils, parents and pastoral teams are reminded of this procedure at regular intervals.
- 8.2 From 1 January 2021, EU pupils who join the School who do not have settled/pre-settled status are required to follow additional rules regarding attendance, travel and Exeats. From July 2021 all EU pupils who do not have settled/pre-settled status (including those who joined the School prior to January 2021) are required to comply with new government regulations. The School will communicate the requirements to pupils and parents as appropriate.

9. If a Pupil is believed to be missing

A clear set of procedures exists which should be followed if a pupil is believed to be missing see Missing Pupils Procedure. During normal working hours this should be reported in the first instance to the School Office and they will keep a record of all actions taken. Out of office hours, the duty member of Senior Staff should be informed as soon as possible. The duty member of senior staff will keep a record of all actions taken or delegate this to another responsible adult, e.g. a member of House staff.

10. Staff Training

The School ensures that regular guidance on attendance is provided at regular intervals so that staff understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up on any absence.

11. School Roll (Admissions Register)

- 11.1 The School follows the duty and guidance outlined in the School Attendance (Pupil Registration) (England) Regulations 2024, DfE Children Missing Education (2016) and Keeping Children Safe in Education (September 2024).
- 11.2 The School keeps a record of admission for each pupil. The following information is held:
- Full name of the Pupil
 - Address of the Pupil

- Sex (This refers to the sex at birth unless the pupil has obtained a gender recognition certificate – these are not available for people under the age of 18 in the UK)
 - Name and address of every person known to be the parent, along with an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by section 3 Children Act 1989.
 - All changes of address with relevant dates, including future addresses with full name and address of parents they will be moving to and start date
 - Emergency telephone contact information for at least two people (one of which must be the parent that they normally live with)
 - Date of birth (DD/MM/YYYY)
 - Admission date or re-admission (DD/MM/YYYY)
 - Boarder or Day Boarder
 - Name and address of school last attended
 - Name and address of new school, with first attendance date, where pupils leave before year UVI
 - The grounds under which any pupils name is to be deleted
- 11.3 The School has a duty to inform the Buckinghamshire Local Authority when a pupil is removed or added to the admissions register at any time, other than joining at the start of the academic year joining in UIII. Pupils leaving prior to the end of UVI will also be advised to the Local Authority. In certain circumstances the School may feel it appropriate to advise the Local Authority where the child is normally resident.
- 11.4 The Admissions Register is held as a permanent record and is preserved for historical records. Electronic copies are kept as a backup for a minimum of six years.
- 12. Information Sharing, Record Keeping and Confidentiality**
- 12.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- 12.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 12.3 Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.
- 12.4 The School is legally required to share information with the local authority, UKVI and Secretary of State.
- 12.5 All records created in accordance with this policy are managed in line with the School's Data Management and Retention Policy and Privacy Notices.

Member of staff
Reviewed

Deputy Head (Pastoral)
August 2024; Updated March 2025

Version: REGA/15a/v9/25

Related Policies

Supervision of Pupils Policy
Exeats Policy

Missing Pupils Procedure
Safeguarding and Child Protection Policy
Risk Assessment Policy
SEND Policy
Behaviour and Sanctions Policy
Community Rules
Parents – Terms and Conditions/Contract
Data Management and Retention Policy

Appendix 1

Registration Procedures

The School has a legal responsibility for taking and maintaining an accurate Attendance Register of all pupils as outlined in the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). Additionally, Standard 20.5 of the [National Minimum Standards for Boarding Schools 2022](#), places a legal requirement on staff knowing the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

For the Attendance Register, all pupils (including day boarders) are registered twice during the school day, Monday to Friday: once at the beginning of the morning session, which closes at 8:40am and once at the beginning of the afternoon session, which closes at 2:55pm. Every entry in the Attendance Register must be preserved for a period of six years after the date on which the entry was made.

If, at the time the Attendance Register is taken, a pupil's absence is recorded using the code 'N' reasonable steps must be taken to establish the circumstances of the pupil's absence and the register must be amended within five school days. The School Office will coordinate this process with Tutors, Heads of Section and Housemistresses as necessary.

The Tutors of pupils have primary responsibility for registering their tutees in the morning and following up lateness. Tutors will take the Attendance Register during the morning registration period. A second Attendance Register is taken by the Period 9 teacher at the beginning of the afternoon session; pupils who do not have a timetabled lesson during Period 9 are required to register in the School Office before the end of the afternoon registration period. In addition to the morning and afternoon registration periods, all pupils are also registered in their lessons throughout the day. Specific details of each registration point at Wycombe Abbey are outlined below:

1. Morning Registration Period (Monday to Friday)

- (a) All pupils must be present in their Tutor rooms by 8:20am each day (8:15am on Fridays) for the Morning Registration Period, which closes at 8:40am.
- (b) Tutors must register pupils as Present (/), Absent (N) or Late (L) using the iSAMS Registration module: in case of technical problems precluding the use of iSAMS, a list of absentees must be emailed to the School Office via Dept-Office@wycombeabbey.com.
- (c) Only where a Tutor has received communication about a pupil's absence in advance of the Morning Registration Period from a parent, Head of Section or Housemistress, should the absence be cleared immediately and a code other than 'N' be recorded (see Appendix 2 for other registration codes).
- (d) Pupils must not be marked as present (/) unless they are seen by the Tutor; one pupil vouching for the whereabouts of another is not satisfactory.
- (e) At 9:30am, the School Office will email a list of unexplained absent pupils (those marked 'N') to all teachers (TeachingStaff-All@wycombeabbey.com), House staff (via the House email address) and the Health Centre (dept-healthcentre@wycombeabbey.com). All recipients must check the emailed list of absentees and email any corrections to the School Office without delay.
- (f) If pupil whereabouts are still not known by 10:25am, the School Office will notify the Head of Section, Housemistress and Designated Safeguarding Lead (DSL), who will discuss with the Deputy Head (Pastoral) or another Deputy Head in their absence, whether to invoke the Missing Pupil Policy.

2. Afternoon Registration Period (Monday to Friday)

- (a) Period 9 teachers must register pupils as Present (/), Absent (N) or Late (L) using the iSAMS Registration module: in case of technical problems precluding the use of iSAMS, a list of absentees must be emailed to the School Office via Dept-Office@wycombeabbey.com.
- (b) Sixth Form pupils in Supervised Private Study must register with the teacher responsible for the private study period, the arrangements for which are overseen by the Director of Sixth Form.
- (c) Pupils with a free period must register in the School Office between 2:20pm and 2:55pm.
- (d) If, for any reason, a pupil has not been registered by the close of the Afternoon Registration Period (2:55pm), the School Office will begin proceedings to establish the whereabouts of the pupil. If their whereabouts is not known by 4:00pm, the School Office will notify the Head of Section, Housemistress and Designated Safeguarding Lead (DSL), who will discuss with the Deputy Head (Pastoral) or another Deputy Head in their absence, whether to invoke the Missing Pupil Policy.

3. Saturday Morning Registration

- (a) Saturday Morning Registration is completed between 9:00am and 9:35am using the iSAMS Registration module.
- (b) Pupils who have lessons Period 1, will be registered by their subject teacher.
- (c) Day Boarders who do not have a lesson Period 1, must report to the School Office to register by 9:35am.
- (d) Boarders who do not have a lesson Period 1, must register either in House or in the School Office by 9:35am.
- (e) At 10:00am, the School Office will email a list of unexplained absent pupils (those marked 'N') to all teachers (TeachingStaff-All@wycombeabbey.com), House staff (via the House email address) and the Health Centre (dept-healthcentre@wycombeabbey.com). All recipients must check the emailed list of absentees and email any corrections to the School Office without delay.
- (f) If pupil whereabouts are still not known by 10:25am, the School Office will notify the Head of Section, Housemistress and Designated Safeguarding Lead (DSL), who will discuss whether to invoke the Missing Pupil Policy.

4. Lesson Registration

- (a) In addition to the statutory Attendance Register, completed as outlined in points 1 and 2 above, all teachers should register pupils in every taught lesson as Present (/ or /), Late (L) or Absent: No reason yet provided (N).
- (b) Lesson registration is completed using the Registration module in iSAMS: in case of technical problems precluding the use of iSAMS, a list of absentees must be emailed to the School Office via Dept-Office@wycombeabbey.com.
- (c) At the end of each week, the School Office will email a list of those absent without reason (marked 'N') to teachers who must establish the reason for a pupil's absence with the relevant Tutor, Head of Section or Housemistress as required. Lesson registers must be amended within five days by the relevant subject teacher to accurately reflect the reason for the absence.

5. Evening and weekend registration arrangements for boarders

Registration arrangements outside the normal school day are as per Standard 20.5 of the [National Minimum Standards for Boarding Schools 2022](#); boarding staff are required to know the whereabouts of

boarders (or know how to find their whereabouts) at all times. To facilitate this, there are designated registration windows for all full boarders and procedures in place to report unexplained pupil absences:

(a) **Monday to Friday:**

- (i) **evening registration** is taken in House between 8:30pm and 9:30pm and is recorded in the iSAMS Registration module.

(b) **Saturday:**

- (i) **afternoon registration** is between 4:30pm and 5:30pm and is recorded in the iSAMS Registration module. Pupils working in the Abbey or Performing Arts Centre must report to the member of staff on duty to register. Pupils involved in on-site co-curricular activities should register with the teacher overseeing the activity. Pupils taking part in off-site activities will be recorded on the 'Out of School' list on iSAMS and their attendance will be marked in the Evolve register for the activity.
- (ii) **bedtime registration** is completed by House staff in House by 10:00pm using the iSAMS Registration module.

(c) **Sunday:**

- (i) **morning registration** is between 9:00am and 10:00am and is completed by House staff in House using the iSAMS Registration module.
- (ii) **lunchtime registration** is between 12:30pm and 1:30pm and is completed using the iSAMS Registration module. Pupils working in the Abbey or Performing Arts Centre must report to the member of staff on duty to register. Pupils involved in co-curricular activities should register with the teacher overseeing the activity. Pupils taking part in off-site activities will be recorded on the 'Out of School' list on iSAMS and their attendance will be marked in the Evolve register for the activity.
- (iii) **teatime registration** is between 4:30pm and 5:30pm and is completed using the iSAMS Registration module. Pupils working in the Abbey or Performing Arts Centre must report to the member of staff on duty to register. Pupils involved in co-curricular activities should register with the teacher overseeing the activity. Pupils taking part in off-site activities will be recorded on the 'Out of School' list on iSAMS and their attendance will be marked in the Evolve register for the activity.
- (iii) **bedtime registration** is completed by House staff in House by 10:00pm using the iSAMS Registration module.

6. Procedures for clearing absences and lates

Pupils are expected to attend all academic lessons and extras unless there are particular reasons for their absence e.g. illness. Where a pupil absence is known and has been agreed (including illness, approved school events etc.), the iSAMS registers must be updated using the relevant codes in Appendix 2 without delay.

If you are unsure which absence code to use, please forward the relevant correspondence to the School Office (Dept-Office@wycombeabbey.com) who will identify and enter the appropriate code.

Requests for exceptional absence must be made in writing to the Housemistress at least two weeks in advance wherever possible. These will normally be referred to the Deputy Head (Pastoral) or to the Headmistress for authorisation. It is the School's policy not to allow holiday to be taken during term unless there are exceptional circumstances.

It is a Tutor's responsibility to follow-up their tutees' lateness. In the first instance, this should be with the pupil concerned. If the lateness persists, the issue should be referred to the relevant Head of Section or Housemistress who will support the pupil to arrive more promptly.

7. Short exeats/Town permission

With the exception of pupils in UVI, pupils are not allowed to leave the site without their Housemistress's permission. Where a short exeat has been approved that overlaps with a registration period, e.g. on a Sunday afternoon for a visit into High Wycombe town, the relevant House staff must record this in the iSAMS register. All pupils are required to sign-out with the Custodians when they leave the site and must sign-in when they return. This is a key way in which we can know the whereabouts of our boarders in particular and it is imperative girls and Custodians understand the importance of the sign-in and sign-out procedures. Pupils who have left the site without receiving permission from their Housemistress or who have failed to sign-out risk receiving a School sanction.

8. Sanctions for lateness and failure to register

Pupils who are late or fail to register at the designated times during the normal School day risk receiving a School sanction and it is important these procedures are applied so girls understand the consequences of their behaviours and act positively to change them.

9. Summary of responsibilities for monitoring attendance

- **Tutors will**
 - Monitor and follow-up their tutees' attendance. Attendance summaries can be produced from iSAMS to assist with this process.
 - Raise concerns about a tutee's attendance/lateness with the pupil concerned, liaising with the relevant Head of Section or Housemistress as required.
 - Deal with persistent lateness or missed registrations proactively, issuing Conduct Detentions as appropriate.
 - Monitor records of lateness as provided by the School Office at the end of each week, liaising with the relevant Head of Section and Housemistress as required.
- **The School Office will**
 - Undertake the day-to-day management and administration of Attendance Registers (AM and PM) and lesson registers, advising Tutors, Heads of Section and Housemistresses on matters regarding attendance and lateness.
 - Share summaries of pupil's marked 'N' in the morning registration period at 9:30am each day (10:00am on Saturdays) and begin proceedings to establish the whereabouts of pupils marked 'N' at other points during the School day, including the afternoon registration period.
 - Share summaries of pupil lateness at the end of each week with Tutors.
- **The Deputy Head (Strategy and Operations) will**
 - Oversee the swift and accurate completion of attendance processes, including accurate maintenance of the Attendance Register.

- Follow-up with colleagues as necessary where registers are routinely not completed before the close of the registration period. Repeated failure to complete attendance registers in a timely manner may result in disciplinary proceedings.
- **The Deputy Head (Pastoral) as the School's Attendance Champion will**
 - Monitor pupil attendance statistics identifying any trends which may be a cause for concern.
 - Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness, liaising with the appropriate Head of Section or Housemistress.
 - Work closely with the Designated Safeguarding Lead where safeguarding concerns around a pupil's attendance exist which may need referring to external agencies.

Appendix 2 – Attendance Codes

In line with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), updated registration codes come into effect for the beginning of the 2024-25 academic year. The codes highlighted in green are the only codes that need to be used by Tutors and teaching staff when completing the Attendance Registers (for the morning and afternoon registration periods) and lesson registers. Other codes may be entered as required by the School Office, House staff, Health Centre or member of ELT as required and once the reason for a pupil absence is known.

The following codes are taken from the DfE's [guidance on school attendance](#)

Code	Definition	Scenario
Present Codes		
/	Present (am)	Pupil is present during the morning registration period
\	Present (pm)	Pupil is present during the afternoon registration period
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K*	Attending education provision arranged by the local authority	Pupil is attending a place other than Wycombe Abbey, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the School
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the School
W	Attending work experience	Pupil is on an approved work experience placement
B*	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the School
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study Leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		

Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the School is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the School would be prohibited under public health guidance or law
Y7*	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent - Unauthorised Absences		
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (8:40am and 2:55pm)
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the School
O	Absent in other or unknown circumstances	No reason for absence has been established, or the School isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective pupil not on admission register	Pupil has not yet joined the School, but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays and Exeat weekends
Internal Codes – the following context-specific codes may also be used in Wycombe Abbey attendance registers		
MC	Health Centre	Pupils is in the Health Centre for a reason that isn't covered by any of the codes above, for example because they are being supervised in The Den.
DB	Day Boarder Registration	Used for Day Boarders on any House registration where only boarders are expected, for example at bedtime or weekend afternoons
H	At home overnight	A pupil who is a full boarder is staying overnight at home

* - In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, where this code is used, the nature of the reason for the absence is also to be recorded in the attendance register.