



Attendance data collection: 2018/19

The collection of attendance data for the 2018/2019 academic year

Frequently asked questions: Quick reference index

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- Audience** Headteachers of maintained schools and local authorities.
- Overview** These frequently asked questions are provided by the [Welsh Government](#) as guidance to support the above audience in complying with their statutory duties.
- Action required** All maintained nursery, primary, secondary, middle and special schools in Wales must submit an attendance collection return.
- Further information** If you need further advice on the completion of any part of your attendance collection return, please contact your local authority in the first instance.

Enquiries about this document should be directed to:

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- Additional copies** This document can be accessed from the Welsh Government website at [gov.wales](#).

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.



1. My school was affected by the adverse weather conditions this Winter; how should I record this as part of the attendance return?

New attendance recording codes were introduced in 2010 which permitted the recording of pupils as 'not required to attend' (Y code) if they are unable to attend school due to poor weather conditions. Previously this type of absence would have been recorded as an 'authorised absence'.

For example: if a school is open for 360 sessions (180 days) in an academic year and a pupil attends all 180 days then they will achieve a 100% attendance record. If a pupil cannot attend one day due to extreme weather then their absence can be recorded using the Y code (not required to attend). When the Y code is used a school's Management Information System (MIS) will recalculate the total number of sessions the pupil is required to attend from 360 to 358 (179 days), thus allowing that pupil to also achieve a 100% attendance record.

If a school opens despite poor weather and becomes aware that a pupil could have come to school safely but didn't, then their absence should be recorded using the appropriate absence code.

2. A pupil is currently receiving home tuition in the morning. They do not receive any form of education in the afternoon. What code should I use for afternoon registration?

For safeguarding purposes the afternoon registration will need to be recorded as an authorised absence. If home tuition is provided due to a pupil's medical needs then Code I will be used for the afternoon registration. If home tuition is provided, other than for medical needs, Code C must be used for afternoon registration.

3.

If a pupil is excluded but attending a PRU in the meantime, how would their attendance be recorded?

Whilst the child is excluded they could not attend the school from which they were excluded by definition, so they would have to be marked as an authorised absence using attendance code E. This remains the case even if the pupil attends a PRU or some other provision during this period. In such instances the school should still use code E and not be code B – Educated off-site.

4. We have a few schools (Infant /Junior) merging from September, do you have any recommendations for the procedure to be used when returning attendance data for 'merged' pupils?

You can either submit the data from both old schools in September or get the new merged school to submit all the data. You would need to advise us in advance which way you plan to supply the data so that we can have the correct school numbers and names on DEWi for the collection in September. Regarding the date range we ask that it is for the complete academic year.

5. We are considering moving afternoon registration to just before lunch break. Is this allowed?

No. By statute schools must take the register at **the beginning of each morning session** and once again during each afternoon. The afternoon registration must take place at the start or during the session, not at the end of the previous session or during

the break between sessions.

6. One of our secondary schools has just uploaded their attendance data on DEWi. When I view the report in Word it is in percentages but in the pdf it is numbers. Is there scope to change it so that both numbers and percentages can be downloaded in Word and pdf?

Both formats have been created to show the two tables, percentages and actual figures, across two pages. So you should be able to use either format for whichever table you need.

7. Can you please confirm if there will be an attendance collection for special schools?

There will be a special school attendance collection. It will be paper based, not at pupil level and collected by the [Welsh Government](#) directly.

8. What is the correct code to use for attendance for pupils who finish their examinations at the end of June as end of term is officially July?

It depends on the year group of the pupil. All classes other than year 11 should be back in school receiving education. If they are not, they should be marked as absent. The situation is somewhat different for year 11 who would not be expected to come back. For this reason we only collect secondary school attendance data up to the last May bank holiday to take account of the variations in recording their attendance.

9. I have a pupil who is home educated for 2 days a week under our flexi-schooling policy. What code should I use for the days that the pupil is not in school?

You will need to use Code C. As a school you have agreed to the flexi schooling arrangement and have effectively agreed an authorised absence.

10. What code should I use when teaching staff are on strike?

You will need to use Code Y. Schools may have some staff in school which may require only a partial closure.

11. A pupil decided to move to a different school. They were kept on roll until they moved to the new school, but were not attending during this period. Can I mark the sessions that they did not attend with code X or Y?

No. If the pupil did not attend school during this period they were absent from school.