

Completing your register

Your register should be submitted **by 5pm every Friday** for that week. Please ensure you are using the latest register we have sent you. The table below explains each code and when to use it. There should be **no blank fields** alongside any child.

Codes	Code Name	When to use it (*all children should have 5 of these)
/	Present (AM)	Use to indicate the child attended during the morning
\	Present (PM)	Use to indicate the child attended during the afternoon
I	Illness	Use if a parent/carer has told the setting that the child is ill and will not be attending.
M	Medical/Dental appointment	Use if a parent/carer has told you they will not be attending due to a medical or dental appointment.
H	Family Holiday	Use if a parent/carer has told you they will not be attending due to a being on holiday.
C	Other authorised circumstances	Use if the parent/carer has told the setting on the day of the absence, or prior to the absence taking place that the child will not be attending, and the absence is 'Justified'. Use only where the absence is not covered by another absence code. For example, sudden family emergency.
O	Child was not brought (Unauthorised absence)	Use if the parent/carer has not informed the setting that the child will be absent. Use also where the setting has been notified but the reason for absence is not 'Justified'.
X	Reduced childcare placement	Use to indicate a reduced childcare placement. Your register will include the number of hours each child is funded to attend. If a child is funded to attend less than 5 sessions, an X must be added to the other sessions to make up to 5. For example, a child attending Monday, Tuesday and Wednesday morning, the relevant attendance codes should be selected to show present or absent. As they are not attending all 5 sessions, an X must be added for the other two sessions, Thursday morning and Friday morning. We use this to monitor when children are not taking up all 5 sessions.
Y	Partial or enforced closure	Use when the setting is closed due to inclement weather, heating or staffing issues. Use also if a child is not able to attend if you are working on reduced numbers.
Z	Child not started at the setting	Use this code when the child has not yet started their placement. (Not due to start that week). If due to start but was not brought, this should be an unauthorised absence (O)

Codes	Code Name	When to use it (*all children should have 5 of these)
#	Session is not relevant to the child	Use this code for the 5 sessions in the week that are not relevant to the child. For example, where a child is attending 5 morning sessions, the relevant attendance or absence code should be used for each of the morning sessions. A # should be used for all 5 afternoon sessions. Use also for bank holidays.