
STATUTORY INSTRUMENTS

2024 No. 208

**The School Attendance (Pupil
Registration) (England) Regulations 2024**

Returns

13.—(1) By the end of the fifth day after the day when the name of a registered pupil, other than one within [paragraph \(2\)](#), is entered in the admission register of a school the proprietor must make a return to the local authority (a “new pupil return”) giving all the information about the pupil that is entered in the admission register.

(2) A registered pupil is within this paragraph if—

- (a) they are placed, on admission, in the school’s most junior class; and
- (b) their starting day is the first day of the school year.

(3) If the local authority ask the proprietor of a school to make new pupil returns in relation to registered pupils within [paragraph \(2\)](#), the proprietor must also make such a return in relation to any such registered pupil whose name is entered in the admission register of the school after the day of local authority’s request, by the end of the fifth day after the day when the registered pupil’s name is entered in the admission register.

(4) When the name of a registered pupil, other than one within [paragraph \(5\)](#), is deleted from the admission register of a school the proprietor of the school must make a return to the local authority (a “deletion return”) giving the following information about the registered pupil from the admission register—

- (a) full name;
- (b) address;
- (c) the full name and address of any parent the pupil normally lives with;
- (d) at least one telephone number that each such parent can be contacted with in an emergency;
- (e) the information entered in the admission register in accordance with [regulation 8\(3\)](#), if any;
- (f) the information entered in the admission register in accordance with [regulation 8\(4\)](#), if any;
- (g) which of the circumstances listed in [regulation 9\(1\)](#) or [\(3\)](#) are the basis for the deletion of the registered pupil’s name.

(5) A registered pupil is within this paragraph if—

- (a) their name is deleted from the admission register of the school at or after the end of the final term of the school year; and
- (b) they are in the school’s most senior class when their name is deleted.

(6) If the local authority ask the proprietor of a school to make deletion returns in relation to registered pupils within [paragraph \(5\)](#), the proprietor must also make such a return when any such registered pupil’s name is deleted from the admission register of the school after the day of local authority’s request.

(7) The proprietor of a school must make a return to the local authority (an “attendance return”) giving the full name and address of every registered pupil of compulsory school age who is not a boarder and who, since the last time an attendance return was made in relation to the school—

- (a) has failed to attend the school regularly, not counting any occasion on which they were—
 - (i) absent with leave for the purpose of attending another school at which they were a registered pupil;
 - (ii) attending a place, other than the school or another school at which they were a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act;
 - (iii) attending any other place for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff; or
 - (iv) attending any other place for an approved educational activity within [regulation 10\(11\)](#); or
- (b) has been absent from the school for a continuous period of at least ten school days in respect of which their absence is recorded in the attendance register exclusively using one or more of the following codes as set out in [regulation 10](#)—
 - (i) code G (absent without leave for the purpose of a holiday);
 - (ii) code N (absent in circumstances not yet established);
 - (iii) code O (absent in other circumstances);
 - (iv) code U (absent at registration but arrived later).

(8) The proprietor must make attendance returns at whatever intervals it has agreed with the local authority or, in the absence of such an agreement, at whatever intervals the Secretary of State determines.

(9) The proprietor of a school must make a return to the local authority (a “sickness return”) giving the full name and address of a registered pupil of compulsory school age if—

- (a) the pupil is recorded in the attendance register as absent using the code I (unable to attend because of sickness) as set out in [regulation 10](#); and
- (b) the proprietor has reasonable grounds to believe that the pupil—
 - (i) will be unable to attend because of sickness for at least 15 consecutive school days; or
 - (ii) will be, or will have been, unable to attend because of sickness for a total of at least 15 school days during the school year, whether consecutive or not.

(10) The proprietor must make a sickness return as soon as possible after the conditions in [paragraph \(9\)](#) are satisfied.

(11) The proprietor is not required to make a sickness return for a pupil if it has already made a sickness return for that pupil in the same school year and relating to the same continuous period of absence.