

## **Coding Guidance for Twilight Sessions**

This guidance provides examples of good practice concerning the recording of twilight sessions. The attendance register requires two attendance marks (am & pm) as explained in **Section 6 of the Education Pupil Registration Regulation 2006**.

Any provision being provided in the afternoon must start prior to the end of the school day in order to be recorded and reflected on the attendance register. This is for safeguarding, Health and Safety purposes and to comply with the **Section 6 of the Education Pupil Registration Regulation 2006**.

If alternative provision is being provided outside of the **set attendance register times**, then this should be recorded on the IEAP and agreed by both school and parents. Both, parents, and the pupil must be made aware of the revised closure of the register time to ensure that a U code can be used appropriately, this should be no more than 30 minutes from the start of the revised session. For this reason, the afternoon revised session must start no later than 30 minutes before the end of the school day. The registration system used by the school should also reflect the change of timings so that all members of staff are aware of when the child is expected to attend the session.

A present mark or B code can be used as appropriate. If a child is not expected to attend school or alternative provision they can be coded with a C for that specific session. If a child does not attend the session and is absent, then an appropriate absence code should be used as per the **DfE - Absence and Attendance Codes 2009**.

Whilst part-time timetables are a useful technique to help pupils adapt or re-adapt to the school setting, they have the effect of reducing the sessions on offer to those pupils to under the minimum 380 sessions. Such timetables should be a short-term measure and reviewed regularly.