

# Exclusions and suspension guidance for schools

## 4- Marking attendance registers following a suspension/exclusion



### Exclusion

#### No alternative provision (days 1–5):

Mark the pupil as absent using Code E if no provision is made during this period.

#### Retention on school roll

The pupil must remain on the school roll until

- The exclusion review process is complete, or...
- The parent confirms in writing that no review will be requested (whichever comes first).

### Suspension

#### No alternative provision (days 1–5):

Use Code E (Absent) if no alternative education is arranged during the first five days of the suspension.

#### With Alternative Provision:

Use the appropriate attendance code if pupils attend alternative provision that meets pupil registration regulations:

Code B: Education off-site.

Code D: Dual registration.

