

Subject:

Guidance on the Enrolment Status of Pupils, including those subject to SEN and EOTAS Referrals, using Dual Registration

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Target Audience:

- Principals and Boards of Governors of all grant-aided schools;
- Education Authority;
- Council for Catholic Maintained Schools
- Council for the Curriculum, Examinations and Assessment;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta
- Education and Skills Authority Implementation Team

Summary of Contents:

Guidance on the enrolment status of pupils, including those subject to SEN and EOTAS Referrals, using Dual Registration.

Enquiries:

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Governor Awareness:

Essential

Status of Contents:

Information for schools

Related Documents:

Attendance Recording & Absence Recording by Schools 2015/02

Superseded Documents: None

Expiry Date: Not applicable

DENI Website:

This circular is available on <https://www.education-ni.gov.uk/>

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Introduction

The objective of this circular is to inform schools of the introduction of new categories of Enrolment Status for pupils. This is important in relation to pupils who may attend another school under Entitlement Framework (EF) arrangements or who are the subject of temporary referrals to an Education Otherwise Than at School provision or a special unit or school as a result of their special educational needs. Schools should implement the practice of recording pupils' Enrolment Status, as outlined in this circular, from the start of the 2016/17 school year.

Entitlement Framework Under EF collaboration arrangements, pupils in post-primary education may attend a school or other educational establishment, other than the one at which they are registered, in order to access a course as part of their curriculum offer. It is necessary for "receiving" schools/establishments in such circumstances, to record details relevant to these pupils, in relation to the time spent within that school or educational establishment (including lesson attendance and educational progress) and to provide such records/information to the school at which the pupil is registered.

SEN Referrals Pupils can be referred to Special Schools, or SEN Units in other schools, for a period of time, to assist in meeting their special educational needs. During this period of referral, information, including attendance data, in relation to the pupil must be recorded by the Main and Host schools. The Main school is the school at which the pupil is officially registered and the Host school is the one in which they have been temporarily placed. *New registration types* must be used by Main and Host schools in respect of pupils who are the subject of SEN Referrals. This is essential to allow an accurate count of the number of pupils in temporary referrals at any time and to avoid double counting of pupils in census collections.

EOTAS Referral Pupils can be referred to EOTAS (Educated Other Than at School) from all types of schools – EOTAS provision allows students who have been expelled from, suspended from or have otherwise disengaged from their registered school to participate in education within an EOTAS setting.

Generally pupils that have been referred to an EOTAS centre are registered in a mainstream school within Northern Ireland. As set out in the Department's guidance on EOTAS provision issued in September 2014¹, registered schools retain some responsibility for the ongoing education, pastoral care and educational outcomes of all registered pupils, including those in full-time EOTAS provision; therefore they often remain on roll with an Enrolment Status of Main - Dual Registration (see table below). A SIMS Common Transfer File (CTF) must be forwarded to relevant EOTAS Centre.

In some cases a student may have been expelled and therefore the EOTAS centre becomes the main school (with an Enrolment Status of Single Registration). In this case, the school must enter a date of leaving in SIMS for the pupil and forward CTF to the relevant EOTAS centre.

¹ Available at <https://www.education-ni.gov.uk/sites/default/files/publications/de/pdf-format-2014-eotas-guidance-document.pdf>

Enrolment Status Categories

If a pupil is attending only one school/EOTAS Centre the Enrolment Status should be recorded as **Single Registration** and current census collection requirements and validations remain unchanged. This will apply to the vast majority of pupils.

Single Registration	When a pupil is attending only one school/EOTAS
Main –Dual Registration	To identify a pupil in their Main school (i.e. the school/EOTAS at which they are permanently enrolled) In some circumstances a pupil may be referred on from EOTAS
Subsidiary – Dual Registration	To identify a pupil in their Host school (eg. A Special School/EOTAS centre, they are attending temporarily under referral arrangements)

Dual Registration applies when a pupil enrolled in one school attends another school, as a result of an SEN or EOTAS referral. Where this is the case, their enrolment status should be recorded in both Main and Host schools as follows:

- **Main – Dual Registration** to identify the pupil in their **Main** school (i.e. the school at which they are permanently enrolled);
- **Subsidiary – Dual Registration** to identify the pupil in their **Host** school (e.g. a Special school/EOTAS Centre they are attending temporarily under referral arrangements).

Where pupils attend another school under Entitlement Framework arrangements, they will be recorded as **Guest** in the Host school and will remain as **Single Registration** in the Main school. Data are not collected for Guest pupils in the Census returns.

Attendance recording

Dual Registration pupils are categorised as **On Roll in both schools**. AM and PM session attendance must be recorded for them by the Host school, for the sessions they are scheduled to attend in the Host school. The Host school must inform the Main school of any absences, so that they are recorded in the Main school.

Attendance for dual registered pupils should be recorded in Main and Host schools, as follows:

- 1. Attendance recording by the Main School for Dual Registration pupils**
 - a. The Main school is required to record attendance for the sessions when a Main Dual-Registered pupil should be attending the Main School, using the appropriate attendance code, as detailed in the DE circular 2015/02, Attendance Guidance & Absence Recording by Schools.
 - b. In addition, the Main school should ensure arrangements are in place where the Host School notifies them of any pupil absences for sessions which the pupil should be attending the Host school. Attendance codes should be amended as necessary by the Main school, to take account of information received from the Host school.

2. Attendance recording by the Subsidiary (Host) School for Dual Registration pupils

- a. The Host school is required to record attendance for a Subsidiary – Dual Registered pupil, for the sessions that the pupil should be attending the Host school, using the appropriate attendance codes, as detailed in the DE circular 2015/02, Attendance Guidance & Absence Recording by Schools.
- b. The Host school should ensure arrangements are in place for them to notify the Main school of any absences by individual pupils, during their time at the Host school.
- c. There may be instances where a pupil is referred to another school for several days a week, rather than for whole weeks or complete terms. An example of this would be when a pupil is referred to a language unit in the Host school for 3 days a week and attends their Main School for the other 2 days. For occasions when a pupil attends their Main school, the AM and PM sessions should be recorded in the Host school's system with the appropriate code as set out in DE Circular 2015/02.
- d. Procedures documentation for schools, entitled Pupil movement – SEN Referrals and Educated Other Than at School (EOTAS) Dual Registration Procedures is available from C2k.

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