

Schools Data Team

Additional Notes – Dual Registration
For: All schools

Dual Registration

Please be aware that if you have a pupil who is dual registered then they should not be recorded as single registration 'C' on your MIS.

Where a pupil is dual registered there are two types of Enrolment Status that **must** be recorded, in combination on the School Census. A dual registered pupil will be included in the School Census return of both establishments, they must be recorded with complimentary statuses, as follows:

'M' – Main dual registration by one establishment; and

'S' – Subsidiary dual registration by the other establishment.

A pupil would normally be dual registered if they were:

- registered at a mainstream school (main school) but considered to need specialist support by attending a special school (subsidiary school) on a regular basis and, therefore, also registered at the special school;
- registered at a mainstream school (main school) but, because of e.g. behaviour problems, the pupil is also required to attend a PRU (subsidiary school) for part of each week and is, therefore, also registered at the PRU;
- registered at a special school or at a PRU (main school) but also attending another mainstream school (subsidiary school) on a regular basis as part of preparation for return to the mainstream school.

Please note that the definition of main or subsidiary is NOT determined simply by the amount of time spent at each school.

The two establishments will need to liaise to agree which is the 'Main' and which is the 'Subsidiary' base, the Enrolment Status 'Single Registration' ('C') must not be recorded for a dually registered pupil.

Please also note that the appropriate /\ code (present at registration) and D (Dual Registered - present at another school or PRU) should be used to record attendance.

Census Duplicates

Not checking and agreeing dual registered status at the two establishments may create a duplicate within your school census submission. **This will impact on the authorisation of your return.**

It is the responsibility of the school to check their duplicate reports in Collect once they have submitted their census. These reports are interactive and are updated each day during the census checking period. If you have a duplicate on your report, you must liaise with the other establishment to rectify the error.