ATTENDANCE POLICY & PROCEDURE

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1. Aims

1.1 This is the attendance policy of Holy Cross Preparatory School.

1.2 The school aspires to high levels of attendance from all pupils. attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of attendance;
- to ensure, so far as possible, that every pupil in the school is able to benefit from and make their full contribution to the life of the school.
- to prioritise and where possible improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.
- to ensure the school meets the seven expectations set out in Working Together to Improve School Attendance guidance which are:
    - Build strong relationships and work jointly with families, seeking to understand and address barriers to attendance through a supportive and collaborative approach;
    - Develop and maintain a whole-school culture that promotes, values and supports attendance for all pupils;
    - Maintain a clear attendance policy that is understood by staff, pupils, parents and carers, and is readily accessible to the school community;
    - Ensure that admission and attendance registers are completed accurately and that effective procedures are in place to follow up absences promptly;
    - Regularly monitor and analyse attendance data to identify patterns, trends and pupils who may require additional support to improve attendance;
    - Work collaboratively with parents, other schools, the local authority and relevant agencies to support attendance and address persistent or severe absence;

- Be particularly mindful of pupils whose attendance may be affected by physical or mental ill health, special educational needs and disabilities (SEND), or other vulnerabilities, and provide appropriate support to help them access education.

2. Scope and application

2.1 This policy applies to all pupils (both of compulsory and non-compulsory school age).

2.2 This policy is designed to address the specific statutory obligations on the school to record attendance and absence.

3. Regulatory framework

3.1 This policy has been prepared to meet the school's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Early Years Foundation Stage statutory framework for group and school-based providers (DfE, September 2026)
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, current version);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**).

3.2 This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, July 2026);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2026);
- Children missing education (DfE, September 2025);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023); and
- Providing Remote education: guidance for schools (DfE, updated August 2024);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)].

3.3 The following school policies, procedures and resource materials are relevant to this policy:

- Keeping Children Safe policy

- Risk assessment policy
- Missing child policy
- SEND policy
- Behaviour policy
- Parent Contract
- Remote education plan

4. Publication and availability

4.1 This policy is published on the school website.

4.2 This policy will be sent to parents when pupils join the school and parents will be reminded of it at the beginning of the school year and when the policy is updated.

4.3 This policy is available in hard copy on request.

4.4 A copy of the policy is available for inspection from the front office during the school day.

4.5 This policy can be made available in large print or other accessible format if required.

5. Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

- references to attendance include references to attendance for all or part of the timetabled school day.
- references to a parent means:
  - all natural parents, whether they are married or not;
  - any person who has parental responsibility for a pupil; and
  - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- References to a pupil includes anyone who is receiving an education at the school.
- **SAC** means the school's attendance champion

6. Responsibility statement and allocation of tasks

6.1 The Board of Trustees has overall responsibility for all matters which are the subject of this policy.

6.2 The Board of Trustees recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in school, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Board of Trustees has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	Regular meeting between Attendance Officer and SAC As required TSM with Local Authority Termly attendance reports to trustees including: • whole-school attendance; • persistent absence rates; • severe absence rates; • attendance of vulnerable groups; • impact of attendance strategies.
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the school's processes under the policy	SAC	Attendance as a standing item on SLT, Safeguarding Team and Department Meeting Agendas
Formal annual review	Board of Trustees	Annually

7. The importance of attendance

7.1 The school recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of accurate attendance and admission registers as essential safeguarding tools;
- the importance of attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8. School responsibilities

8.1 The school acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

8.2 The school will consistently promote the benefits of attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

8.3 Where there are challenges to attendance, the school will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.4 The school will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies, and the school's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.5 The school will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

8.6 Attendance risks are considered with the school's risk assessment framework and appropriate and timely action is taken to mitigate identified risks.

9. Staff responsibilities

The School Attendance Champion (SAC) – Assistant Head Pastoral

9.1 The Board of Trustees has appointed a senior member of staff of the school's leadership team as SAC to have overall responsibility for championing and improving attendance in school.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

9.2 Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from pupils on their return to school.
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the school.
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the school's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 All staff

9.4 The school ensures that all teaching and non-teaching staff know the importance of attendance and are consistent in their communication with pupils and parents about it.

9.5 The school provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10. School arrangements

10.1 The school will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the school's arrangements can be found in Appendices 1-3.

11. Monitoring attendance

11.1 The school will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

- providing data and reports to the Board of Trustees to support its work.

12. Pupil responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. The school therefore has high expectations of pupils as to their attendance and has systems in place to recognise improved attendance, punctuality and positive engagement with attendance support.

12.2 Pupils should be aware that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the school site without permission or otherwise in accordance with school rules;
- they should engage with the school's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:
  - offers of support to seek to identify and address any barriers to attendance;
  - communication with parents;
  - reporting to other agencies such as children's social care; and
  - sanctions against them or their parents in line with the school's behaviour policies.
- If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff, although the school encourages them to speak to their class teacher or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13. Additional needs

13.1 The school recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2 The school will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

13.4 Where a pupil has an education, health and care plan, the school will communicate with the local authority where the pupil's attendance falls or the school become aware of barriers to attendance that relate to the pupil's needs.

13.5 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

13.6 Where barriers are outside of the school's control, the school will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.7 Where the school considers that evidence is necessary to establish the reason for an illness-related absence, it will not be rigid about the form of evidence requested. The school will first seek to understand the circumstances through discussion with the parent/carer and, where appropriate, the pupil. The school will only request medical evidence where it is necessary and appropriate to do so and will consider other appropriate evidence provided by the family.

13.8 The school will be required to make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code 'I' (unable to attend because of sickness) and there are reasonable grounds to believe that:

- the pupil will have to miss 15 consecutive or cumulative school days or more for illness; or
- the pupil's total number of school days now missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

13.9 The school recognises that pupils who are young carers may experience additional barriers to regular attendance. Where caring responsibilities may be contributing to absence, the school will work with the pupil and their parents/carers to understand those barriers and put appropriate support in place. Where needs extend beyond the school, the school will work with the local authority and other relevant services to facilitate access to appropriate support.

14. Parent / carer responsibilities

14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

14.2 This means pupils must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

14.3 The school will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.4 Expectations the school places on parents can be found in Appendix 1 of this policy.

14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the school unreasonably.

15. Training

15.1 **Staff:** The school ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of attendance and that absence is almost always a symptom of wider circumstances; and
- the school's strategies and procedures for tracking, following up and improving attendance.

15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15.3 The school maintains written records of all staff training.

16. Information sharing

16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

16.2 The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

16.3 Where appropriate the schools will attend regular targeting support meetings.

16.4 The school is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns;
- Attendance returns;
- Sickness returns.

16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.

16.6 The school must provide specific pupil information on request to the Secretary of State. The school meets this requirement by having an electronic management information system containing the required information. The school also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

16.7 Where appropriate, the school is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17. Record keeping and confidentiality

17.1 All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.

17.2 The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law. The school has published privacy notices on its website which explain how the school will use personal data.

Version control

Date of adoption of this policy	[Feb 2025]
Date of last review of this policy	[Nov 2026]
Date for next review of this policy	[Nov 2027]
Policy owner (SLT)	Mrs Copeland

18. Appendix 1 – School arrangements

1. Managing attendance

1.1 The school monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the school for the relevant time period as stated by law.

1.2 The school expects all pupils to be present at school from the start of the academic year that they turn 5 years old and to attend for the whole of the school day from registration at 8.30am to close between 3.00pm and 3.50pm according to their year group finish time. This period may be extended, for example for out of school clubs, sports fixtures or school trips.

1.3 The school will work collaboratively with parents and the local authority to treat the root causes of absence and remove barriers to attendance at home and in school. The school uses a graduated approach in line with Working together to improve school attendance.

Working together to improve school attendance	**Holy Cross Prep approach**	**Effective school attendance improvement & management**
Expect	The school expects pupils' attendance to be as close to 100% as possible. The school recognises that children will occasionally fall ill and it is appropriate for them to be at home.	**Prevention** of poor attendance through good whole school attendance management. All pupils: continual monitoring through regular analysis, meetings, reporting and championing.
Monitor	Where there is an absence or attendance concern, the class teacher and SAC will discuss this and notify parents or arrange meeting. Persistent absence is absence which escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year). In these cases, the SAC will arrange a meeting with parents to discuss any potential barriers which are preventing the pupil from more frequently attending school. Severe absence is absence from more than 50% of school. If absence is approaching this	Pupils at risk of poor attendance: the school uses attendance and absence data rigorously to support pupils with increasing levels of absence, arriving late or authorised absence before it becomes a regular pattern. **Summary Actions:** Attendance concern identified

	threshold, it will be reported to the local authority by the SAC. The school will monitor the number of separate periods of absence (frequent absence) as well as overall attendance. Where a pupil has five or more separate periods of absence within a term or academic year, parents may be contacted.	Discussion with parents Monitoring period
Listen & understand	The school recognises that there can be barriers in school and out of school that reduce attendance levels. A first meeting between the school and family will focus on understanding why attendance is low and considering what can be done, both at school and at home, to improve attendance. Pupils with Special Educational Needs or Disabilities will have their attendance reviewed in this context, but the school believes that all its pupils should be aiming for 'good' attendance. The school will exercise discretion in cases where a pupil has been absent for a recognised and verifiable medical reason (e.g. operation, recovery or significant illness due to a known medical condition or any other exceptional circumstance).	
Facilitate support	Efforts will be made to break down barriers to attendance by the school (and parents and pupil where appropriate), and targets set to move back towards acceptable levels. In particular by working together to address any in-school barriers to attendance. Where attendance difficulties arise from anxiety, emotionally based school avoidance (EBSA) or mental health needs, the school will seek collaborative solutions that support reintegration while maintaining high expectations for attendance. Where barriers are outside of the school's control, all partners should work together to support pupils and parents to access any support they may need voluntarily.	**Early Intervention** to reduce absence before it becomes habitual. Pupils with poor attendance: intervening as early as possible and agreeing an action plan for pupils with high levels of absence and those demonstrating growing disengagement with school. **Summary Actions:** Attendance meeting Action plan agreed Attendance review dates established

Formalise support	Where voluntary support has not been effective and/or has not been engaged with all schools should work with the local authority to put formal support in place in the form of an attendance contract or an education supervision order. Where attendance falls below expected levels, the school may implement an Attendance Support Plan (Attendance Action Plan) developed collaboratively with the pupil, parents/carers and relevant professionals. The plan will identify barriers to attendance, agreed actions, responsibilities and review dates. Where appropriate, support may be coordinated through Early Help or other multi-agency processes. Where attendance concerns indicate a pupil may be at risk of becoming a Child Missing Education, the school will make timely referrals in accordance with local authority procedures and Keeping Children Safe in Education. Any pupil absent for 10 consecutive school days without authorisation will be reviewed in accordance with Children Missing Education procedures and local authority guidance.	**Targeted** reengagement of persistent and severely absent pupils. Persistently and severely absent pupils: put additional targeted support in place. **Summary Actions:** Referral to Early Help Involvement of external agencies Local Authority Attendance Support Team engagement where appropriate Formal safeguarding review Consideration of statutory intervention where relevant

2. The role of Parents / carers

2.1 The school expects all parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the school of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- cooperate with the school to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents should ensure their child attends school by 8.30am for morning registration.

3. Roles & responsibilities

3.1 A summary of roles and responsibilities for managing attendance are listed in the table.

Role	Responsibility
SAC	Strategic attendance leadership
Attendance Officer	Daily attendance monitoring
DSL	Attendance safeguarding concerns
SENDCo	SEND attendance support

Class Teachers	Daily attendance
Trustees	Annual review and discussion of termly reporting

4. Registration and attendance checks

4.1 Morning registration is at 8.30am. The registers will remain open for 10 minutes after the start of morning registration.

4.2 At 1:05pm pre-prep pupils will have an internal attendance registration to check they have returned from lunch break. Official afternoon registration is at 1.45pm.

4.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

4.4 If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).

4.5 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

4.6 The school uses SIMS (School Information Management System) for recording registration and admissions.

5. Reporting absence

5.1 If a pupil is to be absent from school for any reason, the parent / carer should contact the school office either by email (secretary@holycrossprep.com) or by telephone (020 8942 0729) between 7:00 - 8.30am on the first morning of absence and every subsequent day of absence.

5.2 Where a pupil is ill, the school should be notified of the nature of the illness.

6. Arrangements for reporting subsequent absence

6.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

7. Managing absence

Where any pupil we expect to attend school does not attend, or stops attending without reason, the school will:

7.1 Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, after 30 minutes the school will contact Kingston SPA.

7.2 Identify whether the absence is approved or not.

7.3 Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 school days after the session.

7.4 Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

7.5 Additional arrangements for children in the EYFS
For children within the EYFS, the school will follow up absences in a timely manner. Where a child is absent without notification from their parent/carer, or is absent for a prolonged period, the school will attempt to contact the child's parents/carers and alternative emergency contacts.

In assessing absence, the school will consider patterns and trends in the child's attendance, the child's individual circumstances, the vulnerability of the child and / or their parent/carer and relevant circumstances within the child's home life. The school will exercise professional judgement in determining whether an absence should be regarded as prolonged.

Where an absence gives rise to a safeguarding or welfare concern, the school will follow its safeguarding procedures and, where appropriate, refer the matter to children's social care and/or request a police welfare check.

8. Authorised absences

8.1 Authorised absence means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

9. Applications for leave of absence

9.1 Applications for leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headteacher via the school office (secretary@holycrossprep.com).

9.2 The school will not operate a blanket policy under which the leave of absence is automatically granted. Each application will be considered individually on its particular facts and circumstances , the pupil's past attendance record and the relevant background context behind the request.

9.3 Apart from illness or where there are additional needs, no pupil should be away from school without prior permission from the Headteacher.

9.4 Dental or medical appointments should be made during school holidays or after the school day except in cases of emergency when the school office should be informed.

9.5 If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil is or was permitted to be away from school. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

9.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

10. Reporting duties

10.1 The school has statutory reporting obligations if a pupil fails to regularly attend, or their absence is unauthorised. Where a pupil's absence gives rise to concerns about their welfare, whereabouts or access to education, the School will work with the local authority and other relevant agencies as appropriate and will make any notifications or returns required by legislation and current statutory guidance.

10.2 Action will also be taken in accordance with the Missing Child policy and Keeping Children Safe policy if any absence of a pupil from the school gives rise to a concern about their welfare.

19. Appendix 2 – Admission register

1. Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 The school must ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admissions register contains specific personal details of every pupil in the school, including their date of admission, information regarding parents and carers and details of the school they last attended.

1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

1.6 Where the school notifies the local authority that the pupil's name is to be deleted from the admission register, the school must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

20. Appendix 3 – Attendance register

1. Attendance register

1.1 The school records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.2 The school uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.4 The school will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

1.5 The school is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- Attending educational provision arranged by a local authority;
- For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- Attending a place for an approved educational activity that is a sporting activity;
- Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- Attending a place for any other approved educational activity.

2. Recording absence

1.8 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;

- unable to attend school because of unavoidable cause;
- unauthorised absence.

3. Remote education

1.9 The school is required to record all absence from in-person lessons.

1.10 In limited circumstances, and as a last resort, the school may provide remote education for a pupil who is well enough to learn but unable to attend the school site. Remote education should ordinarily form part of a plan aimed at supporting the pupil's reintegration into in-person education at the earliest appropriate opportunity.

1.11 In the limited circumstances when the school decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the school, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

1.12 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The school will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

1.13 The school will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4. Unauthorised absence

1.14 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the school or is in excess of the period determined by the headteacher (holidays taken during term time will not normally be authorised and will only be approved where exceptional circumstances exist as determined by the Headteacher);

- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

21. Appendix 4 – Attendance Codes

1. Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

School register - Attendance and Absence Codes (regulations)

Code	Regulation	Note
Attending the school		
/	Present morning session	8:30 am
\	Present afternoon session	1:05 pm (internal registration for pre-prep) / 1:45 pm
L	Late arrival before register is closed	8:30 – 8:40 am Pupils who enter the pupil gate before it closes at 8:30, are onsite and are not considered late. Pupils who enter via the visitor entrance after 8:30 until 8:40, when the registers close, are recorded in Inventry as late and in the register as late. Pupils who arrive after 8:40 are missing the first lesson which starts at 8:40 am.
Absent – unauthorised absence		
U	Arrived after registration closed	After 8:40 am.
N	Reason for absence not yet established	If the reason has not been established within 5 school days, amend to Code O.
O	Absent in other or unknown circumstances	No reason for absence or school not satisfied classified as authorised according to codes.
G	Holiday not granted by the school	Holiday not granted by school, should not be granted retrospectively.
Attending a place other than the school		
K	Attending educational provision provided by LA only	Special education provision off site. Record nature provision.
P	Participating in approved sporting activity	Attending educational provision provided by the school

V	Attending an educational visit or trip arranged by school	Approved by school and physically supervised by a member of school staff or person with appropriate skills. Pupils not attending are recorded as absent.
B	Attending educational provision provided by the school not sporting but of an educational nature including transition days at other schools	Approved by school and physically supervised by a person with appropriate skills. Must record the nature of the approved activity e.g. attending transition day.
Absent - Leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	E.g. License Children and Young Persons Act. Body of Persons Approval (BOPA) issued by LA.
M	Attending medical or dental appointment	School's agreement needed in advance.
J1	Attending interview/test for admission to another educational institution.	School's agreement needed in advance
C2	Pupil subject to a temporary part-time timetable	Exceptional circumstances, in child's best interest.
D	Dual registration at another school	Law allows a pupil to be registered at more than one school.
C	Exceptional circumstances	School to judge individually facts and circumstances. School to determine the number of days absence. Generally a need or a desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
X	Non-compulsory school age pupil not required to attend school	Where pupil's agreed timetable does not require attendance for that session. If pupil was expected to attend, use appropriate absence code instead.
Absent – other authorised reasons		
T	Parent travelling for occupational reasons	A child of no fixed abode.
R	Religious observance	A religious body would expect parents to stay away from their employment in order to record the occasion for one day.
I	Illness (Physical and mental)	Not medical or dental appointments)

E	Suspended or permanently excluded	
Absent – unable to attend school because of an unavoidable cause		
Q	Lack of access arrangements	LA has not provided required home school travel, Only where the statutory criteria are met, including where the LA has a legal duty to arrange home-to-school travel and has not done so.
Y1	Transport provided not being available	Normal school transport not provided. School not within walking distance: under age 8 = 2 miles, above age 8 = 3 miles.
Y2	Widespread travel disruption	Due to local, national or international emergency
Y3	School premises being closed	Part of school premises unavoidably being out of use.
Y4	Whole school site being unexpectedly closed	E.g. adverse weather
Y5	Pupil in criminal justice detention.	In police detention.
Y6	In accordance with public health guidance or law	Pupil is well enough to attend, but attendance would be contrary to government public health guidance or law relating to infection or disease. If pupil is ill, use Code I.
Y7	Because of any other unavoidable cause	Something in the nature of an emergency prevents the pupil, not the parent. Unavoidable cause to be recorded e.g. bail, court attendance.
Administrative codes		
Z	Prospective pupil not on admissions register	To enable registers to be set up in advance of first day of attendance.
#	Whole school closure planned	Planned closures