



**ST JOHN'S SCHOOL**  
SIDMOUTH, UNITED KINGDOM

## **Attendance Policy and Procedure**

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**St John's School, Devon**

Updated January 2026

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## Key School contacts

<b>Senior Attendance Champion (SAC)</b> <b>(including EYFS provision)</b>	Email: jenni.yeoman@iesmail.com Telephone number: 01395 513984
<b>Key staff / contacts</b>	Email: contact.stjohns@iesmail.com Telephone: 01395 513984

## 1 Aims

- 1.1 This is the attendance policy of St John's School, Devon (the **School**).
- 1.2 The School aspires to high levels of attendance from all pupils. Good 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:
  - 1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
  - 1.3.2 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;
  - 1.3.3 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;
  - 1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
  - 1.3.5 to help to promote a whole school culture of safety, equality and protection.

## 2 Scope and application

- 2.1 This policy applies to the whole School, including the Early Years Foundation Stage **[EYFS]**.
- 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:
  - 3.1.1 Education: Independent Schools Inspectorate Framework 2023

- 3.1.2 *National minimum standards for boarding schools* (Department for Education (**DfE**), September 2022);
  - 3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);
  - 3.1.4 Education and Skills Act 2008;
  - 3.1.5 Children Act 1989;
  - 3.1.6 Childcare Act 2006;
  - 3.1.7 Sponsorship Duties (UKVI, July 2023);
  - 3.1.8 The School Attendance (Pupil Registration) (England) Regulations 2024;
  - 3.1.9 Equality Act 2010; and
  - 3.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 3.2 This policy has regard to the following guidance and advice:
- 3.2.1 [Working together to improve school attendance](#) (DfE, August 2024);
  - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
  - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
  - 3.2.4 [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
  - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
  - 3.2.6 [Keeping children safe in education](#) (DfE, September 2025);
  - 3.2.7 [Children missing education](#) (DfE, August 2024);
  - 3.2.8 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
  - 3.2.9 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
  - 3.2.10 Mental Health and Behaviour in Schools (DfE, November 2018, and February 2023 updates)
  - 3.2.11 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
  - 3.2.12 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);

3.2.13 [Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and

3.2.14 [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:

3.3.1 Safeguarding and child protection policy and procedures;

3.3.2 Risk assessment policies;

3.3.3 Missing child policy and procedures

3.3.4 SEND Policy;

3.3.5 Accessibility plan;

3.3.6 Behaviour and discipline policy;

3.3.7 Junior and Senior School Handbooks;

3.3.8 Parent Contract.

#### **4 Publication and availability**

4.1 This policy is published on the School website.

4.2 A link to this policy will be sent to parents at the beginning of each academic 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 during the School day if required.

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:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the Head of School.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

- (b) any person who has parental responsibility for a pupil; and
- (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 **SAC** means the School Attendance Champion

5.1.6 **HoS** means Head of School

## 6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy. The Proprietor is the Head of School acting in the capacity of proprietor.
- 6.2 The Proprietor 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 Proprietor 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 and HoS	As required, and at least termly
Monitoring the implementation of the policy	SAC and HoS	As required, and at least termly
Analysing attendance and absence data	SAC and HoS	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	SAC and HoS	As required, and at least annually
Formal annual review	Proprietor and SAC	Annually

## **7 The importance of good 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:
  - 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
  - 7.1.2 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;
  - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
  - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
  - 7.1.5 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 good 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 Any sanctions related to attendance will be applied proportionately and will never take precedence over safeguarding or welfare considerations.

## **9 Staff responsibilities**

### **The SAC**

- 9.1 The Proprietor 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. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) 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 good attendance and punctuality. They should:

- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 record all absences promptly and accurately using the processes specified;
- 9.2.3 seek explanations of absences required from pupils on their return to School;
- 9.2.4 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;
- 9.2.5 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 9.2.6 deal with lateness to lessons consistently and promptly;



- 9.2.7 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- 9.2.8 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 good 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.
- 10.2 **EYFS absence expectations:** In line with the EYFS statutory framework, if a child in the EYFS is absent without explanation, the School will make contact with parents or carers on the same day. Where a child is absent for a prolonged period, or where absence patterns give cause for concern, the School will continue to make reasonable attempts to contact the family and will escalate in line with safeguarding procedures if no satisfactory explanation is received. This may include contacting additional named individuals on the child's records, the local authority and, where appropriate, children's social care. Parents are expected to keep the School informed during any period of ongoing absence.

## 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. A pupil is classified as persistently absent if their attendance falls below 90%. Where this threshold is reached, the school will initiate targeted interventions, liaise with parents and, where appropriate, consider additional support or referrals to external services. The School will also identify and respond to severe absence, defined as attendance below 50 percent, in line with DfE guidance. Such analysis may include:
  - 11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

- 11.1.2 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);
- 11.1.3 undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- 11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- 11.1.5 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- 11.1.6 devising specific strategies to address areas of poor attendance identified through data;
- 11.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- 11.1.8 providing data and reports to the Proprietor to support its work.
- 11.1.9 Part-time timetables - The School does not use part-time timetables other than in exceptional circumstances. Any reduced timetable will be time-limited, written, regularly reviewed and used alongside a support plan, for example as part of a medical, SEND or reintegration plan, in line with DfE guidance.

## **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 manage poor attendance.
- 12.2 Pupils should be aware that:
  - 12.2.1 they are expected to be present in-person for the duration of each School day;
  - 12.2.2 they are expected to arrive on time and attend all timetabled lessons;
  - 12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
  - 12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
  - 12.2.5 any unexplained absence will be followed up;
  - 12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

- (a) offers of support to seek to identify and address any barriers to attendance;
- (b) communication with Parents;
- (c) reporting to other agencies such as children's social care; and
- (d) sanctions against them or their Parents in line with the School's behaviour policies.

12.2.7 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 Form Tutor or Class Teacher 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 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- 13.4 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.
- 13.5 The School will 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 missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

### **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.
- 14.6 Parents should be aware that persistent failure to ensure regular attendance, particularly following intervention and support, may be referred to the local authority, who may consider the use of penalty notices where legally applicable.
- 14.7 Parents of children in the EYFS must maintain regular contact with the School during any prolonged absence, keeping staff updated on the reason and likely duration. Failure to do so may result in the School escalating its concerns under safeguarding procedures.

## 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:
  - 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
  - 15.1.2 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 and senior leaders. This should include:
  - 15.2.1 the law and requirements of schools including on the keeping of registers;
  - 15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 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:

16.4.1 New pupil and deletion returns;

16.4.2 Attendance returns;

16.4.3 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 will follow statutory guidance on Children Missing Education (DfE, 2024) and make referrals to the local authority if a child is missing education in line with that guidance.

16.7 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 that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

16.9 A referral under Children Missing Education guidance will be made where a pupil has been absent without explanation for ten consecutive school days or where patterns indicate they may be missing education.

- 16.10 Where a child in the EYFS is absent for a prolonged period without satisfactory explanation, the School will inform the local authority and, where appropriate, children's social care in line with its safeguarding duties.

## **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.

## **18 Version control**

Date of adoption of this policy	September 2024
Dates of last reviews of this policy	April 2025, June 2025, January 2026
Date for next review of this policy	Jun/Jul 2026
Policy owner (SMT)	Jenni Yeoman (SAC)
Policy owner (Proprietor)	Bryan Kane (HoS)

## **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 for the whole of the School day, usually from registration at 8.25am to close at 4pm (Mon & Fri) and 5pm (Tues, Wed, Thurs), but this period may be extended, for example for out of school clubs, sports fixtures or school trips.
- 1.3 For all pupils, unexplained absence will be followed up on the first day of absence through prompt contact with parents or carers.
- 1.4 Unplanned overnight absence of boarders: If a boarding pupil is unexpectedly absent overnight or does not return to the boarding house at the expected time, the school will immediately conduct welfare checks. If the pupil cannot be located promptly or contact cannot be made, the matter will be escalated under the school's Missing Child Policy and Safeguarding and Child Protection Policy. Where appropriate, parents, social workers, and relevant external agencies will be notified.
- 1.5 For children in the EYFS, absence will always be followed up on the same day. Where the absence continues, the School will make repeated contact attempts and may escalate to the SAC, DSL and local authority if no explanation is received.

### **2 The role of Parents / carers**

- 2.1 The School expects all Parents to:
  - 2.1.1 make any application to the Head of School for an authorised leave of absence at the earliest opportunity;
  - 2.1.2 notify the School Office 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
  - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Boarding pupils: The school will inform parents or guardians of any unexplained or persistent absence of a boarding pupil. This applies to absences during the school day and from boarding accommodation. All

efforts will be made to work in partnership with families to support the pupil's safe return and continued attendance.

- 2.3 Ensure their child arrives at school by 8:10am ready for tutorial and no later than 8:25am when registration closes. Pupils arriving after 8:25am will be recorded as late and those arriving after 8:30am will be recorded as unauthorised late (U).
- 2.4 Where relevant, Parents of boarding pupils should ensure their child returns to their boarding accommodation by 9.00pm on Sunday before the beginning of the school week.

### **3 Registration and attendance checks**

- 3.1 Morning tutorial runs from 8:10am to 8:25am, during which time the morning register is taken and submitted at 8:25am. Any pupil arriving after 8:25am will be marked as late (L). Pupils arriving after 8:30am must sign in at the main office and will be marked as unauthorised late (U).
- 3.2 Afternoon registration will be at 1.30pm (Juniors) and 1.00pm (Seniors).
- 3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- 3.4 the School uses E-Registration and Attendance Management Systems
- 3.5 Boarders register in the Common Room before breakfast and again with their tutor group during registration between 8.10am and 8.30am. They register again at 1.00pm with their tutor group and again on the Patio at 4pm (Mon & Fri) and 5pm (Tues, Wed & Thurs). They register again before bedtime.
- 3.6 In addition, residential staff carry out nightly physical checks to confirm all boarding pupils are present and safe in their allocated accommodation. These checks are documented and retained in line with safeguarding and welfare protocols.
- 3.7 Nursery pupils register at the beginning of their scheduled sessions and sign out once collected by parents at the end of their sessions. The School maintains an attendance register for all pupils, including those in the EYFS who are below compulsory school age, in line with the EYFS statutory framework.
- 3.8 For children in the Nursery, the morning registration period runs from 09:00 to 09:20. Registers are taken during this period. Any child arriving after 09:20 will be recorded as late in the attendance register using the appropriate national attendance code. Where a Nursery child arrives after the close of registration without a satisfactory explanation, the absence or lateness will be followed up on the same day in line with the School's safeguarding and attendance procedures.



- 3.9 Persistent or unexplained lateness in the Nursery will be monitored and may trigger further discussion with parents or escalation in line with safeguarding procedures.

#### **4 Reporting absence**

- 4.1 If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by email / telephone by 08.30am on each morning of absence.
- 4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

#### **5 Arrangements for reporting subsequent absence**

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

#### **6 Managing absence**

- 6.1 If a pupil absence is unexplained, the school secretary will phone parents/carers straight away. If the absence persists (without explanation), this will be referred to the SAC and/or Head of School. For EYFS pupils unexplained absence triggers same-day contact and, if concerns persist, escalation to safeguarding procedures and the local authority.

#### **7 Authorised absences**

- 7.1 Authorised absence means that the Head of 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.

#### **8 Applications for an authorised leave of absence**

- 8.1 Applications for authorised 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 Head of School.
- 8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 8.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head of School.
- 8.4 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.
- 8.5 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.

## 9 Reporting duties

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

9.1.1 **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

9.1.2 **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

9.1.3 **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

1.1 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

1.1.1 Each time the School's attendance register is completed it is treated as a contact point for these purposes.

1.1.2 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

1.2 Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## **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:
  - 1.1.1 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
  - 1.1.2 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 and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.
- 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:
  - 1.6.1 the full name of the pupil;
  - 1.6.2 the address of the pupil;
  - 1.6.3 the full name and address of any parent the pupil normally lives with;
  - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

- 1.6.5 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;
- 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

## **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) including boarders 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 The School's registers record lateness and unauthorised lateness using national codes (L and U). The cut-off for a late mark is 8:25am; pupils arriving after 8:30am are recorded as unauthorised late (U).
- 1.7 On each occasion it will be recorded whether every pupil is:
  - 1.7.1 physically present in school when the attendance register begins to be taken; or
  - 1.7.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
  - 1.7.3 attending a place other than the school; or
  - 1.7.4 absent.
- 1.8 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
  - 1.8.1 Attending educational provision arranged by a local authority;
  - 1.8.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
  - 1.8.3 Attending a place for an approved educational activity that is a sporting activity;

- 1.8.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- 1.8.5 Attending a place for any other approved educational activity.
- 1.8.6 Remote education is not counted as present unless it forms part of approved off-site educational activity recorded on the register, in accordance with DfE guidance.
- 1.8.7 Remote education may be used to support continuity of learning but does not replace the expectation of attendance unless formally agreed as part of an approved plan.

## **2 Recording absence**

- 2.1 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:
  - 2.1.1 leaves of absence;
  - 2.1.2 other authorised reasons;
  - 2.1.3 unable to attend school because of unavoidable cause;
  - 2.1.4 unauthorised absence.

## **3 Unauthorised absence**

- 3.1 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:
  - 3.1.1 holiday has not been authorised by the Head of School or is in excess of the period determined by the Head of School;
  - 3.1.2 the reason for absence has not been provided;
  - 3.1.3 a pupil is absent from school without authorisation.
  - 3.1.4 arriving after 8:30am without a valid reason will be recorded as unauthorised late (U) in accordance with national attendance codes and DfE guidance.

## Appendix 4 – Attendance Codes

The School records attendance and absence using the national attendance codes set out in the **School Attendance (Pupil Registration) (England) Regulations 2024**. These codes are used consistently across all year groups, including EYFS and boarding pupils.

### Present Codes

Code	Meaning	Description
/ or \	Present (AM/PM)	Present for the session
L	Late arrival (authorised)	Arrived after registration but before 8:30am cut-off
U	Late (unauthorised)	Arrived after 8:30am without a valid reason

### Authorised Absence Codes

Code	Meaning	Description
C	Other authorised circumstances	Approved absence not covered by other codes
E	Excluded	Exclusion from school (no alternative provision made)
H	Holiday authorised by Head	Approved family holiday or leave of absence
I	Illness	Pupil unable to attend due to illness (school must be informed)
M	Medical or dental appointment	Appointment during school hours (evidence required)
R	Religious observance	Day set apart by the religious body attended by the pupil
S	Study leave	Year 11 pupils on approved study leave during exams

T	Traveller absence	Agreed absence for travelling pupils (as defined by DfE)
B	Educated off-site	Attending approved education elsewhere (not dual registered)
D	Dual registration	Attending another school or educational setting
P	Approved sporting activity	Participating in an approved sporting event
V	Educational visit or trip	School-approved trip or residential visit
W	Work experience	Attending approved work experience placement

#### Unauthorised Absence Codes

Code	Meaning	Description
G	Holiday not authorised	Family holiday without permission or beyond approved dates
N	Reason not yet provided	Absence reason not supplied (temporary until clarified)
O	Unauthorised absence	Absence not approved by the school
U	Late after registers close	Arrived after 8:30am without an authorised reason

#### Unable to Attend due to Exceptional Circumstances

Code	Meaning	Description
Y	Exceptional circumstances	School closure, transport failure, public exam, or other unavoidable cause

#### Not Required to Attend

Code	Meaning	Description
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X	Non-compulsory school age absence	Pupil not yet of compulsory school age
Z	Pupil not on roll	Used prior to official admission date

Note: Code P is used only to record approved sporting activity and does not indicate physical presence on the school site.