

## Admissions and Attendance Registers Policy

### Admissions Registers

Denstone College recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2006 and this policy is written in accordance to *Children Missing Education* (September 2016) and Keeping Children Safe in Education (2024). In line with this the admissions register of Denstone College includes the following information about pupils:

- Name in full
- Sex ( this is the birth sex unless the person has obtained a gender recognition certificate-not available to under 18 year olds)
- Name and address of every person known to the College to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from Denstone College in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies Denstone College that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for Denstone College to ascertain it, will be given.
- At least one telephone number by which each parent can be contacted in an emergency, as per DfE's advice I where reasonably practicable we will hold an emergency contact number for more than one person for each pupil)
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any
- Indication of boarding or day status
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

### Procedure

At Denstone College Head's Office is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. Within iSAMS the original and amended entries are tracked as well as the name of the person making an amendment.

A pupil's name can only be deleted from the admissions 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. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6), the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class, unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4), the school will provide the local authority with the following information about the pupil from the admissions register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, 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 will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admissions register.

Schools are not able to retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in the DfE's 'Working Together to Improve Attendance (August 2024)'.

### **Maintaining and amending registers**

The school uses an electronic management information system to keep the attendance and admissions registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier. The school will preserve every entry in the attendance or admission register for 6 years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

### **Attendance**

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

For the welfare, health and safety and educational benefit of all pupils, Denstone College registers pupils in all years, including Sixth Form. Denstone College requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 and Working together to improve school attendance 2024

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils.

### **Expectations of the School**

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Denstone College expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers.
- Ensure good level of Attendance (95+%)
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

### **Senior Attendance Champion**

The Senior Attendance Champion, in the Prep is the Head of Prep Elizabeth Scott [Escott@denstonecollege.net](mailto:Escott@denstonecollege.net) 01889509848 and in the College is the Deputy Head Pastoral Karenann Hood [khood@denstonecollege.net](mailto:khood@denstonecollege.net) 01889590484. The Senior

Attendance Champion monitors the attendance registers and will liaise with tutors in the Prep and in the College Heads of House/Boarding on attendance.

The Senior Attendance Champion has the following responsibilities:

- Promote good attendance and punctuality
- Report to the Head any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- Support Heads of House/Boarding with working with the parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90% and below 50%.

### Responsibilities of Parents

- Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5<sup>th</sup> birthday and the last Friday in June in the school year they turn 16. Pupils must stay in some form of education or training until their 18th birthday.
- Ensure good level of Attendance (95+%)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence. Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.

## PROCEDURES IN THE PREP

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness, a medical appointment and providing the reason for non-attendance. This should be done by emailing the child's Form Teacher or the Prep School Secretary or by leaving a message on the reception answer machine number 01889590484 before 8:00 a.m. on the pupil's first day of absence, which has not previously been agreed with the school and every subsequent day of illness. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school.

The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register.

Permission for a pupil to be out of school for up to a day is granted by the Head of Prep. Permission for a pupil to be out of school for longer than a day is at the discretion of the Head (In line with Regulations see Appendix 2) . Requests should always be made in writing by the parents, via the Head of The Prep. The Head of Prep will confirm whether the leave of absence has been granted by the College and ensure that the lodge is informed of any authorised absence.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues.

### Responsibilities of Pupils

All pupils are required to be in school before 08.20am. The school day ends at 3:45 pm, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff. Pupils are normally expected to leave by 6pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit (in which case parents are informed by letter and thereby give their consent) or a sporting fixture, the dates of which will have been notified in advance.

#### Responsibilities of Staff The Prep

Staff should register attendance twice a day using iSAMS. Any absence should be followed up directly with any of the following: The Prep school secretary, form teachers, pastoral lead, Head of Pre- Prep, Assistant Head of Prep or Head of Prep. Staff may also contact DC reception staff and the medical centre by telephone. Any unaccounted-for absence from a lesson must be followed up with the above as soon as is practically possible. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Prep School Secretary or Head of Prep to initiate a search immediately.

#### Registration Procedure The Prep

The school day for pupils starts at 8.20am with first registration. First and second registration occur for all pupils, recording all absences and whether or not they are authorised. For all pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school approved by the school and supervised by a person approved by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Headmaster; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).
- Registers are kept on ISAMS.
- Registration is open for 30 minutes.
- The register codes are set out in Appendix 1 together with explanatory notes.

#### Morning Registration

Pupils should be present for morning registration with form teachers at 8:20am.

Form teachers register pupils using the ISAMS Registration module each day.

Pupils must not be registered present unless they are sighted by the Form teacher during registration.

Pupils who have music lessons during registration will be registered in the music department, the music department will inform the Prep School Secretary.

The Prep School Secretary will follow up any day pupil's unauthorised absence by telephoning a pupil's home on the day of the absence. The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register.

#### Afternoon Registration

Afternoon registration is taken at the start of Lesson 5 each afternoon.

For afternoon registration the Prep School Secretary will contact all staff initially to ascertain whereabouts of any unaccounted pupils. The Head of Prep or Assistant Head of Prep or Head of Pre-Prep, will then take the lead on determining the whereabouts of pupils. The Head of Prep, will discuss with the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

#### Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Prep School Secretary and should sign in, giving the reason why they are late.

#### Signing in and signing out.

Pupils who arrive at school after registration should sign in with the Prep School Secretary at Reception. Pupils who leave the school site before the end of the school day must sign out at the Prep reception and on their return, they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of the Prep School Secretary or The Head of Prep. The Medical Centre staff will update the Prep for those children signing out, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

#### Monitoring and Review The Prep.

Form Teachers should monitor lateness in their tutor group and report any worrying patterns to the Head of Prep. This would include frequent late marks or regular late marks (eg late every Thursday).

Form teachers should report any concerns regarding absence to the Head of the Prep. In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

The Head of the Prep is the Senior Attendance Champion for the Prep and has responsibility for monitoring the attendance of children in the Prep School and will work with the Form teacher and parents to resolve any difficulties. Attendance is reviewed regularly and the Form Teacher should inform the parent / guardian should a child's attendance fall below 90%. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

The Head of Prep will review the attendance register for the Prep Pupils regularly in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fail to attend school and/or are absent from school for a period of 10 continuous school days or more without the College's permission and their absence has been recorded with Codes G,N, O and or U). Sickness returned will be made to the local authority where a child has been recoded with code I ( Illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively due to sickness.

## **PROCEDURES IN THE COLLEGE**

### **Daily Absences**

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness. This should be done by either by leaving a message on the Lodge answer machine 01889 590484 before 8:00 a.m or emailing the Lodge on [absence@denstonecollege.net](mailto:absence@denstonecollege.net) on the pupil's first day of absence which has not previously been agreed with the school and every subsequent day of illness. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school.

The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register.

### **Planned Absence**

Permission for a pupil to be out of school for a planned absence such as a medical appointment should be made to the Head of House/Head of Boarding. Heads of House/boarding are able to grant up to one day absence from school, (in line with the regulations see Appendix 1). Permission for a pupil to be out of school for longer than a day is at the discretion of the Head. Requests should always be made in writing by the parents, via the Head of House/Boarding House. The Head of House/boarding House will confirm whether the leave of absence has been granted by the College and ensure that the lodge are aware of any authorised absence. Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head of House/Boarding House/Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, ie interviews, school trips, sporting events, music examinations etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, ie parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school;
- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

No parent can demand leave of absence for the purpose of a holiday as of right. The Head has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised.

### **Absence affecting Sports Fixtures**

When boys and girls train with a squad, it is an expectation that they are available for selection for every fixture. On the very rare occasion that a player is unavailable, parents should inform Director of Sport Mrs Durston EDurston@denstonecollege.net in writing at least a week in advance before selection stating the reason for this absence. Teams will be published on the sports noticeboards and College website no later than two days before the fixture. Once selected, if a player is injured or ill, parents should contact the school as soon as they suspect their child will be unable to make the fixture.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues. Where parents need support to prevent their child from truanting or habitually arriving late, in the first instance the Head of House will meet with the parents and give advice. We expect that the parent will agree to comply with certain requirements in order to make the best use of this support.

### **Responsibilities of Pupils**

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time. All pupils are expected to be in for registration at 8.45am. If, for any reason, a pupil needs to leave the School site during the School day, they must first seek and receive a sign out form from their Head of House/Housemaster/Housemistress or member of SMT, or if a pupil is ill, the Medical Centre Staff.

Failure to attend school regularly or punctually or failing to attend registration without good reason, or leaving the School without a Sign out card and signing out at the lodge constitutes a breach of the School's Behaviour and Exclusion Policy and may lead to formal disciplinary action being taken.

Pupils must remain on school premises from morning registration to the end of the last afternoon session, unless they have the permission of the Head of House/ Housemaster/Housemistress/SMT to sign out, who will issue the sign out card which must be presented to the lodge.

Pupils in certain year groups may be granted study leave during periods of public examinations.

Fixtures take place on Saturdays and Wednesday: pupils are required to play if selected to represent the School. Requests to miss a fixture/ event must be made prior to the fixture/ event taking place. Pupils who absent themselves from practices, fixtures

and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, an extended detention.

### Responsibilities of Staff

Staff should register attendance in each of their lessons and games/activities using iSAMS or SOCS respectively. Any absence should be followed up, using the methods above or directly with Heads of House or Housemaster/Housemistress. Staff may contact reception staff, the staff secretary and the medical centre by telephone from their departments. Any unaccounted for absence from a lesson must be followed up with Heads of House (day pupils) or Housemaster/Housemistress (boarders) as soon as is practically possible and preferably immediately on the same day. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Reception Staff in the Lodge to initiate a search immediately using the "Alert" function on the register. Heads of House/Housemaster/Housemistress are responsible for looking at the weekly attendance data and bringing any causes of concern to the attention of the Deputy Head (Pastoral) who, working with the Heads of House/Housemaster/Housemistress will pursue any issues that require following up with a pupil's parents or guardians as appropriate.

### Registration Procedure The College

All schools have a statutory responsibility to maintain accurate records of attendance. The school day for pupils starts at 8.45am with first registration. First and second registration occur for all pupils, recording all absences and whether or not they are authorised. The attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school approved by the school and supervised by a person approved by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Headmaster; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).
- Registers are kept on ISAMS.
- Registrations are open for 30 minutes
- The register codes are set out in Appendix 1 together with explanatory notes.

These records are accessible to staff through iSAMS.

### Morning Registration

Pupils should be present for tutorials at 8:45am

Tutors register pupils using the ISAMS Registration module on Monday, Tuesday, Wednesday, Thursday and Friday Mornings. On Saturday registration will take place in period 1.

Pupils must not be registered present unless they are sighted by the Tutor during tutorials

Pupils who have music lessons during registration will be registered in the music department, the music department will inform the lodge.

Lodge staff will follow up any day pupil's unauthorised absence by telephoning a pupil's home on the morning of the absence. If when parents are contacted they believe their child to be in school or if there is still no confirmation of the reason for a pupil not being registered the Lodge staff will inform the Head of House/ Housemaster/Housemistress who will discuss with Deputy Head Pastoral or the Safeguarding team to decide whether to invoke the Missing Pupil Policy. Housemaster/Housemistress should be informed of any boarding pupils missing these registrations. If Lodge staff are unable to speak with parents to ascertain the whereabouts of the pupils the lodge will pass pupil names on to Heads of House (day pupils) and Housemaster/Housemistress (boarders) by break time. The Heads of House/ Housemaster/Housemistress then take the lead in finding out why a pupil is unauthorised, and follow up with Parents.

### Afternoon Registration



Policy Last Reviewed: Oct 2024 by KH/ES  
Next Review completed by: Aug 2025 by KH/ES

Afternoon registration is taken in tutorials (12.50-1.10 for 4<sup>th</sup> and 5<sup>th</sup> form and 1.50-2.10 for all other year groups. On Wednesday and Saturday registration will take place at 12.10 in period 5.

For afternoon registration the lodge will email all staff initially to ascertain whereabouts of any unaccounted pupils. Then a list of unauthorised absences will then be sent to Heads of House/ Housemaster/Housemistress who will then take the lead on determining the whereabouts of pupils. The Head of House/ Housemaster/Housemistress with Assistance Head (Wellbeing), Deputy Head (Pupil, Deputy Head Pastoral or the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

#### Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Lodge and should sign in, giving the reason why they are late. Persistent lateness for trivial reasons renders a pupil liable to a detention or other sanctions.

#### Signing in and signing out.

Pupils who arrive at school after registration should sign in at the lodge. Pupils who leave the school site before the end of the school day must sign out at the lodge on their departure and present a sign out card, and on their return they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of either their Head of House/ Housemaster/ Housemistress or member of SMT, who will issue the sign out card. The Medical Centre staff will update the Lodge for those children too unwell to sign it themselves, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

#### Sanctions for lateness and failure to register

Tutors should report frequent or regular lateness to the Head of House/ Housemaster/Housemistress. At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Head of House will contact home to address this problem. If a pupils fails to register at all in the morning during either registration period (including if the pupil has failed to register at a music lesson) then the pupil will immediately incur a sanction

#### The Law.

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

#### Monitoring and Review

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the Deputy Head Pastoral (Senior Attendance Champion). It is the House Tutor's responsibility to ensure pupils arrive punctually and to make contact with the parents if a pupil is late on more than two occasions in any given week.

Tutors should monitor lateness in their tutor group and report any worrying patterns to the Head of House/ Housemaster/Housemistress. This would include frequent late marks or regular late marks (eg late every Thursday). Tutors are expected to notify the Head of House/ Housemaster/Housemistress when a pupil has reached three late marks and speak to the pupil about strategies for addressing this. On the fourth late mark, the pupil should expect to be placed on 'report' to their tutor for punctuality. Heads of House should report any worrying patterns of absence to the Deputy Head Pastoral (Senior Attendance Champion). This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

There are a number of interventions what will be put in place including

First contact from the House Tutor. Discussion with the pupil to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

Second contact from the House Tutor. Discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

Contact by Head of House with parents, parents can be invited into school to discuss the attendance pattern and will work through an attendance improvement plan. This applies to pupils who have a repeating pattern of sick days etc.



The Deputy Head (Pastoral) as the Senior Attendance Champion has responsibility for monitoring the attendance of children in the Senior School and will work with Heads of House/ Housemaster/Housemistress and parents to resolve any difficulties. Attendance is reviewed regularly and the Head of House/ Housemaster/Housemistress will contact the parent / guardian should a child's attendance fall below 90% and where the reason for such absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

The Deputy Head Pastoral will review the attendance register regularly in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fail to attend school and/or are absent from school for a period of 10 continuous school days or more without the College's permission and their absence has been recorded with Codes G,N, O and or U). Sickness returned will be made to the local authority where a child has been recoded with code I (Illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively due to sickness.

#### Identifying pupils at risk of poor attendance

The Attendance Officers will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

#### Early intervention for pupils with poor attendance and punctuality

The Senior Attendance Champion will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

#### Targeted management of persistently and severely absent pupils

The Senior Attendance Officer will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

#### Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts, a formal agreement between the parent and the school or local authority to address irregular attendance;
- Education supervision orders, which is made through a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for non-attendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (August 2024)'. If any of the above are used the Head and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'.

### Share information

All schools are legally required to share information with the local authority. This includes

- 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.
- 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).
- 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.

### Back-up Storage of Both Admissions and Attendance Registers

The IT support department is responsible for ensuring back-up procedures are followed.

The whole iSAMS database including the admissions and attendance registers is backed up through 4 different methods to 4 different places including separate buildings and off-site venues. The register is backed up daily and further back-ups are made 4 times a week, every 2 weeks and another every month. Attendance and admissions registers are retained for at least three years after the end of the school year in question.

### **Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in Working together to improve school attendance**

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

### **Appendix 2**

#### **Attendance and absence codes -Summary**

Code	Description
<b>Attending the school</b>	
/ or \	<b>Present at the school when attendance register begins to be taken.</b>
L	<b>Late arrival before the register is closed.</b>

<b>Attending a place other than the school</b>	
<b>K</b>	Attending education provision arranged by the local authority.
<b>V</b>	Attending an educational visit or trip.
<b>P</b>	Participating in a sporting activity.
<b>W</b>	Attending work experience.
<b>B</b>	Attending any other approved educational activity.
<b>D</b>	Dual registered at another school.
<b>Absent - leave of absence</b>	
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
<b>M</b>	Leave of absence for the purpose of attending a medical or dental appointment.
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution.
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>C2</b>	Leave of absence for compulsory school age pupil subject to part-time timetable.
<b>C</b>	Leave of absence for exceptional circumstances.
<b>Absent - other authorised reasons</b>	
<b>T</b>	Parent travelling for occupational purposes.
<b>R</b>	Religious observance.
<b>I</b>	Illness (not medical or dental appointment).
<b>E</b>	Suspended or permanently excluded and no alternative provision made.
<b>Absent - unable to attend school because of unavoidable cause</b>	
<b>Q</b>	Unable to attend the school because of a lack of access arrangements.
<b>Y1</b>	Unable to attend due to transport normally provided not being available.
<b>Y2</b>	Unable to attend due to widespread disruption to travel.
<b>Y3</b>	Unable to attend due to part of the school premises being closed.
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed.
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention.
<b>Y6</b>	Unable to attend in accordance with public health guidance or law.
<b>Y7</b>	Unable to attend because of any other unavoidable cause.
<b>Absent - unauthorised absence</b>	
<b>G</b>	Holiday not granted by the school
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other or unknown circumstances
<b>U</b>	Arrived in school after registration closed
<b>Administrative codes</b>	

Z	Prospective pupil not on admission register
#	Planned whole school closure

### Attendance and absence codes -Summary

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time

The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics.

**Code / \:** Present at the school / = morning session \ = afternoon session 287. Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.

**Code L:** Late arrival before the register is closed. The pupil was absent when the register started being taken but arrives before the register is closed. The Pupils will be marked as absent if not accounted for within 30 minutes of the registration time. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate.

**Code V:** Attending an educational visit or trip. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded

**Code P:** Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.

**Code W:** Attending work experience. The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if: the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

**Code D:** Dual registered at another school The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

**Code C1:** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad. All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Eg where the local authority have granted a licence for the pupil to take part in a performance regulated. Where a pupil does not need a licence for such a performance because an exception applies under the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State. Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933. Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

**Code M:** Leave of absence for the purpose of attending a medical or dental appointment Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code J1:** Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

**Code S:** Leave of absence for the purpose of studying for a public examination Schools, must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

**Code X:** Non-compulsory school age pupil not required to attend school, Schools must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with. Where a sixth form pupil's timetable does not require them to be on site for every session of the week,

**Code C2:** Leave of absence for a compulsory school age pupil subject to a part-time timetable. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs

**Code C:** Leave of absence for exceptional circumstance All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Pregnant pupils- leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.

**Code T:** Parent travelling for occupational purposes. The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there are genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

**Code R:** Religious observance The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).. As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

**Code I:** Illness (not medical or dental appointment). The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request

reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence. Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence, the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

**Code E:** Suspended or permanently excluded and no alternative provision made. The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education

**Code Q:** Unable to attend the school because of a lack of access arrangements. The pupil is unable to attend the school because a local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so.

**Code Y1:** Unable to attend due to transport normally provided not being available. The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.

**Code Y2:** Unable to attend due to widespread disruption to travel. The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.

**Code Y3:** Unable to attend due to part of the school premises being closed. Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

**Code Y4:** Unable to attend due to the whole school site being unexpectedly closed. Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.

**Code Y5:** Unable to attend as pupil is in criminal justice detention. The pupil is unable to attend the school because they are: in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention. Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore, it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.

**Code Y6:** Unable to attend in accordance with public health guidance or law. The pupil's travel to or attendance at the school would be: contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or prohibited by any legislation relating to the incidence or transmission of infection or disease.

**Code Y7:** Unable to attend because of any other unavoidable cause. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.

**Code G:** Holiday not granted by the school. The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

**Code N:** Reason for absence not yet established. Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

**Code O:** Absent in other or unknown circumstances. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.

**Code U:** Arrived in school after registration closed. Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parents this is 30 minutes after the time registration ends

**Code Z:** Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. – unlikely to be relevant to us

**Code #:** Planned whole school closure. Whole school closures that are known and planned in advance such as: days between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days; and use of the whole school as a polling station.

### Appendix 3 : Sample parents letters

#### Letter Regarding Absences

Re: Pupil Absences

Dear

Attendance is an essential component to a pupil's academic success. Often, the number of days that pupils are absent accumulate without the realisation of how many days have been missed.

Your child has accumulated \_\_\_\_\_ absences since \_\_\_\_\_.

We realise some absences are unavoidable due to health problems or other circumstances. We also know that when pupils miss too much school it can cause them to fall behind academically.

We look forward to working with you to improve your child's attendance. Please let us know if we can assist in this process. Thank you in advance for your support and cooperation.

Yours Sincerely,

#### Improvement in school attendance

Re: Pupil Absences

Dear

Since last writing to you regarding .....’s attendance, we have seen a suitable/significant improvement over the last few weeks. His/her attendance is now at .....%.



Policy Last Reviewed: Oct 2024 by KH/ES  
Next Review completed by: Aug 2025 by KH/ES

Consequently, we would like to congratulate .....on reaching this level of attendance. It is important to note that there is a strong link between academic success and attendance and therefore this should have a positive impact on .....’s achievements in school.

If we can support you and ..... further in maintaining a good level of attendance, please do not hesitate to contact us.

Yours Sincerely

### **Letter to Parents about Persistent Lateness**

Dear

#### **Re: Persistent Lateness**

I am writing to inform you that your child \_\_\_\_\_ is persistently late for school. Between *date* and *date* he/she was late on \_\_\_\_ occasions.

When pupils arrive late, they miss out on essential instructions given at the beginning of the school day lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised.

Meanwhile, if anything can be done to support \_\_\_\_\_ getting to school on time, please do not hesitate to contact me.

Yours sincerely,