

# Attendance Policy



CATERHAM  
SCHOOL



CATERHAM  
PREP

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|                                                                  |                                                                                                                                                       |
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**Aims**

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all registered pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure that every pupil in the School has the opportunity to fully contribute to the life of the School and benefits from being a member of the School community;
- to prioritise and improve attendance and punctuality across the School and set out the School's approach to the management of absence / non-attendance;
- to recognise the connection between attendance / absence and pupil wellbeing, ensuring a consistent whole school approach to safeguarding; and
- to promote a whole school culture of safety, equality and protection.

**Scope and application**

This policy applies to the whole School

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

**Regulatory framework**

This policy meets the School's responsibilities under:

- [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);
- The Children's Wellbeing and School's Act;
- Education (Independent School Standards) Regulations 2014;

- *National minimum standards for boarding schools* (Department for Education (**DfE**), September 2022);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- The Crime and Policing Act;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

- [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Keeping children safe in education](#) (DfE, September 2026);
- [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- [Children missing education](#) (DfE, September 2016);
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- [Mental health and behaviour in schools](#) (DfE, November 2018);
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- [Remote education guidance](#) (DfE, updated February 2023); and
- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)
- [Identify and support young people at risk of being NEET](#)

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

- Safeguarding Policy;
- Risk assessment policy for pupil welfare;
- Missing Pupil Policy;
- SEND Policy;
- Behaviour Policy;
- Parent Contract;
- Remote education provision guidance;
- Educational Trips Policy.

## Publication and availability

This policy is published on the School website and is available in hard copy on request. A copy of the policy is available for inspection from the Headmaster's Executive Assistant during the School day. This policy can be made available in large print or other accessible formats if required.

## Definitions and interpretation

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

- references to **attendance** include references to attendance for all or part of the timetabled school day.
- references to the **Trustees** are references to the Board of Trustees of the School.
- 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).

References to a **pupil** includes anyone who is receiving an education at Caterham School.

- **SAC** means the School's **A**ttendance **C**hampion.

## Responsibility statement and allocation of tasks

The Trustees have overall responsibility for all matters relating to attendance. The Trustees recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC. The Trustees have allocated the following tasks to the SAC:

| Task                                                                                                                                      | Allocated to               | When / frequency of review         |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------|
| Keeping the policy up to date and compliant with the law and best practice                                                                | SAC (Senior)<br>SAC (Prep) | As required, and at least termly   |
| Monitoring the implementation of the policy                                                                                               | SAC (Senior)<br>SAC (Prep) | 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 (Senior)<br>SAC (Prep) | As required, and at least annually |
| Formal annual review                                                                                                                      | Trustees                   | Annually                           |

## The importance of good attendance

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

- the importance of good attendance, alongside a broader culture of high expectations, including behaviour and engagement in learning;
- the interplay between attendance and wider school pastoral, wellbeing and inclusion strategies;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never 'solved' and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

## School responsibilities

Caterham 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.

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.

Where challenges arise, the School will work collaboratively with parents and pupils to address them. Where appropriate we will liaise with the local authority.

The School will respond to non-attendance and / or lateness at the earliest opportunity. Interventions will be proportionate, responsive and authoritative, in line with this policy, our Safeguarding Policy and our Behaviour Policy. Interventions will be reviewed regularly.

The School has 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.

## Staff responsibilities

### The SAC

The Trustees have appointed a senior member of staff of both the Prep and Senior School leadership teams 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.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

**Staff with specific responsibilities for attendance:**

Staff identified in Appendices 1 and 2 of this policy, have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences from pupils on their return to School where required;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil or parents to ensure that an explanation has been formally given to the School;
- monitor trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness consistently and promptly, considering appropriate sanctions for pupils who arrive late to a lesson in line with the School's Behaviour Policy;
- discuss non-attendance and / or lateness with pupils and parents, emphasising the importance of punctuality and attendance; and
- follow the School's safeguarding procedures and Missing Pupil Policy as appropriate

**All staff**

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

**School arrangements**

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 and 2.

**Monitoring attendance**

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

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the Head of Learning Support and DSL);
- conducting thorough analysis of data at regular intervals to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Trustees to support its work.

### **Pupil responsibilities**

School attendance is important to pupil attainment, wellbeing and long-term personal development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
  - (a) offers of support to seek to identify and address any barriers to attendance;
  - (b) communication with parents;
  - (c) a sanction for pupils;
  - (d) reporting to other agencies such as children's social care; and
  - (e) an Attendance Contract in line with the School's behaviour policies and Parent-School contract.

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 tutor, Head of Year or any member of the Safeguarding Team as listed on the School's 'You' poster. Pupils can expect this information to be managed sensitively.

## Additional needs

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

The School will make reasonable adjustments<sup>2</sup> where a pupil has a disability, a medical condition or mental health needs that impacts their attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.<sup>3</sup>

Some children will experience normal but difficult emotions that make them nervous about attending school. It is important to note that these pupils are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future. Some pupils may have responsibilities at home as a young carer which can increase barriers to regular attendance. We will work in partnership with the pupil and their parents to understand barriers to attendance and to put appropriate support in place.

We see **attendance as a core inclusion priority** and are keen to work in partnership with families to improve attendance. We recognise that this may require multi-agency support as some barriers are outside the School's control. Where appropriate we will identify additional sources of support, making a referral to our local authority Inclusion Service or Early Help/ Family Help Teams.

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 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.<sup>4</sup>

## Part-time timetables

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school. This arrangement is agreed with parents, alongside a reintegration plan. A pupil may require a temporary part-time timetable to access education within alternative provision. During this period, Caterham School remains responsible for the safeguarding of the pupil and will ensure that the requirements outlined within KCSIE are fulfilled.

<sup>2</sup> In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

<sup>3</sup> The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

<sup>4</sup> See paragraph 57 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024

## Parent / carer responsibilities

This policy relates to all children registered at Caterham School, including Reception and Sixth Form pupils. We maintain high attendance expectations for all pupils registered at our School. The law entitles every child of compulsory school age to an effective, 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. 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. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

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. Expectations the School places on parents can be found in Appendix 1 and 2 of this policy.

Where absence escalates and a pupil misses 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), we will work with parents and the local authority to put additional targeted support in place to remove any barriers to attendance.

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.

## Training

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

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

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

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

The School maintains written records of all staff training.

## Information sharing

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.

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-familial harms). Where appropriate the schools will attend regular targeting support meetings.<sup>5</sup>

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

- New pupil and deletion returns;
- Attendance returns<sup>6</sup>;
- Sickness returns.
- Unauthorised absence returns.

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.

Following the introduction of **The Children's Wellbeing and Schools Act** we may be required to liaise with a child's Local Authority before they can be removed from the School roll.

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<sup>7</sup>. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

## Record keeping and confidentiality

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.

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.

<sup>5</sup> Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. See chapter 4 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>6</sup> Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month - see chapter 2 and content on sharing information in the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>7</sup> The DfE has stated that the easiest way to meet the requirement to share the data is to have an electronic management information system containing the required information that can be accessed by the DfE. Once the school has granted permission the flow of data is completely automated and does not place any further burden on schools or local authorities.

## Appendix 1 Senior School Arrangements

### Managing attendance

The School monitors, records and shares data about pupil attendance 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 3 and Appendix 4 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from 8.25am, to be arrive promptly at 8.30am registration to close at 4.00pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

### The role of parents / carers

The School expects all parents to:

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

Parents of day pupils should ensure their child attends School by 8.30am for morning registration;

Parents of boarding pupils should ensure their child returns to their boarding accommodation as per the arrangements published on the School website and communicated in our Handbooks/by the Boarding team.

### Registration and attendance checks

- Morning registration is at 8.30am. The registers remain open for 10 minutes after the start of morning registration.
- Afternoon registration is taken at 2.10pm during tutor time / house meetings.
- Registers are completed at the beginning of each lesson in order to identify and follow up on absences from lessons that might occur after morning or afternoon registration.
- The School uses iSAMs as for Registration sessions and its Attendance Management Systems. SOCS is used to register attendance at co-curricular events or fixtures.

**Pupils are marked late if they arrive within the registration period and absent if they arrive after registration has closed. This is consistent with national Attendance Legislation.** The School will ensure that a pupil's arrival is recorded internally. We know that attendance is important for pupils to thrive at school and significantly impacts successful outcomes.

### Reporting absence

All pre-planned absences and illnesses should be reported through My School Portal. Parents should complete the Absence Form found in the Parent Forms section. This will notify the schools' administration team and the pupil's tutor. In the case of a prolonged absence, parents should make contact with the appropriate Head of Year who will discuss appropriate support.

In the event of an unexpected absence parents may contact School Reception on 01883 343028.

When a pupil is ill, the School should be notified of the nature of the illness.

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

Absence will be recorded on the Attendance Register as set out in Appendix 4.

### **Managing absence**

#### Parents

Parents can monitor their child's attendance on My School Portal. Each attendance graph will show 3 types of record – present, authorised absence and unauthorised absence. Parents can click on this graph to see a specific session-by-session breakdown of how these figures were produced. Any concerns should be shared with the tutor or Head of Year in the first instance.

#### School

Pupil attendance is monitored carefully and when the school becomes aware of concerns, members of the pastoral team will be keen to work with parents in order to improve attendance.

Heads of Year analyse attendance data for all pupils in their year group at regular intervals, allowing them to monitor progress and identify pupils that require support with their attendance, putting effective strategies in place quickly.

We recognise that children missing education can act as a vital warning sign for a range of welfare and safeguarding issues. We will communicate concerns about attendance in writing.

#### Improving Attendance

The school will work closely with pupils and families to support pupils in improving attendance. We understand that the barriers to accessing education are wide and complex, both within and beyond the school environment, and are often specific to individual pupils and families. Addressing concerns quickly and openly can avoid longer term issues developing. We will aim to meet with parents quickly to establish an agreed approach and explore support pathways.

Where absence persists and voluntary support is not working or is not engaged with, the School may be required to formalise support with reference to external agencies.

### **Attendance Thresholds**

Total school days per year is c170 (Total attendance marks are double this number, am and pm)

| Level | %           |                           | Max days missed for this threshold | Total learning hours missed for this threshold |
|-------|-------------|---------------------------|------------------------------------|------------------------------------------------|
| 0     | 100 - 98%   | Excellent                 | 3                                  | 18                                             |
| 1     | 97- 95%     | Good                      | 8.5                                | 51                                             |
| 2     | 94 - 90%    | Satisfactory              | 17                                 | 102                                            |
| 3     | 89 - 85%    | Cause for Concern         | 25.5                               | 153                                            |
| 4     | 84% - 80%   | Serious Cause for Concern | 34                                 | 204 (half a term's learning)                   |
| 5     | 79% - below | Critical                  | 35.5                               | 213                                            |

## **Authorised absences**

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

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

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances. If you would like to request that your child misses school for some reason, please complete the Leave Request Form, also found in the Parent Form section on My School Portal. This request will be sent to the appropriate member of staff and reviewed accordingly. This is most often likely to be used to request a medical appointment, for religious observance or university open day visit for example. Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines.

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. 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.

Generally, the Department for Education does not consider a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Term dates are provided in advance so boarding pupils can remain in school for the duration of term.

Apart from illness, no pupil should be away from School without prior permission from the Headmaster, or those designated by him to approve absence.

Effort should be made to ensure that dental or medical appointments are made during School holidays. If this is not possible, then absence leave should be requested from the tutor and Head of Year via My School Portal. except in cases of emergency when the tutor and Head of Year should be informed via My School Portal.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

## **Study leave**

Study leave may be granted for public examinations, when agreed in advance with parents. Study leave can not be granted for internal/ mock examinations. Provision will be made for pupils to revise within school during any examination period.

## **Reporting duties**

- The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing<sup>8</sup>, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

<sup>8</sup> Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

- When the School's morning registration is completed it is treated as a contact point for these purposes.
- The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.
- Action will also be taken in accordance with the Missing Pupil Policy and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## Appendix 2 Prep School arrangements

### Managing attendance

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 3 and Appendix 4 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

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 3.45pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

### The role of parents / carers

The School expects all Parents to:

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

Parents should ensure their child attends School by 8.25am (Y3-6) or 8.35am (YR-Y2) for morning registration

### Registration and attendance checks

- Morning registration is at 8.25am (Y3-6) or 8.30am (YR-Y2). The registers remain open for 10 minutes after the start of morning registration.
- Afternoon registration is taken at 1.35pm (Y3-6) and between 12.50pm and 1.20pm (YR-Y2) during form time.
- The School uses iSAMs as for Registration sessions and its Attendance Management Systems.

**Pupils are marked late if they arrive within the registration period and absent if they arrive after registration has closed. This is consistent with national Attendance Legislation.** The School will ensure that a pupil's arrival is recorded internally. We know that attendance is important for pupils to thrive at school and significantly impacts successful outcomes.

### Reporting absence

- All absences should be reported through My School Portal. Parents should complete the Absence Form found in the Parent Forms section. This will notify the schools' administration team and the pupil's tutor. In the case of a prolonged absence, parents should make contact with the appropriate Form Tutor who will discuss appropriate support.
- If parents need to contact school on a day-to-day basis with information about absence (for instance a last-minute travel issue), please contact the School Reception.
- Where a pupil is ill, the School should be notified of the nature of the illness.

## Arrangements for reporting subsequent absence

- Absence will be recorded on the Attendance Register as set out in Appendix 4.

## Managing absence

### Parents

Parents can monitor their child's attendance on My School Portal. Each attendance graph will show 3 types of record – present, authorised absence and unauthorised absence. Parents can click on this graph to see a specific session-by-session breakdown of how these figures were produced.

### School

Pupil attendance is monitored carefully and when the school becomes aware of concerns, members of the pastoral team will be keen to act in conjunction with parents in order to improve attendance. The SAC will analyse attendance data for all pupils in their year group at regular intervals, allowing them to monitor progress and identify pupils that require support with their attendance, putting effective strategies in place quickly.

We recognise that children missing education can act as a vital warning sign for a range of welfare and safeguarding issues. We will communicate concerns about attendance by email or telephone.

### Improving Attendance

The school will work closely with pupils and families to support pupils in improving attendance. We understand that the barriers to accessing education are wide and complex, both within and beyond the school environment, and are often specific to individual pupils and families. Addressing concerns quickly and openly can avoid longer term issues developing. We will aim to meet with parents quickly to establish an agreed approach and explore support pathways.

Where absence persists and voluntary support is not working or is not engaged with, the School may be required to formalise support with reference to external agencies.

### Attendance Thresholds

Total school days per year is c. 170 (Total attendance marks 340)

| Level | %           |                           | Max days missed for this threshold | Total learning hours missed for this threshold |
|-------|-------------|---------------------------|------------------------------------|------------------------------------------------|
| 0     | 100 - 98%   | Excellent                 | 3                                  | 18                                             |
| 1     | 97- 95%     | Good                      | 8.5                                | 51                                             |
| 2     | 94 - 90%    | Satisfactory              | 17                                 | 102                                            |
| 3     | 89 - 85%    | Cause for Concern         | 25.5                               | 153                                            |
| 4     | 84% - 80%   | Serious Cause for Concern | 34                                 | 204 (half a term's learning)                   |
| 5     | 79% - below | Critical                  | 35.5                               | 213                                            |

## Authorised absences

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

**Applications for an authorised leave of absence**

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances; if you would like to request that your child misses school for some reason, please complete the Leave Request Form, also found in the Parent Form section on My School Portal. This request will be sent to the appropriate member of staff and reviewed accordingly. This is most often likely to be used to request a medical appointment, for religious observance or school open day visit for example. Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines.

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.

Apart from illness, no pupil should be away from School without prior permission from the Headmaster.

If you would like to request that your child misses school for some reason, please complete the Leave Request Form, also found in the Parent Form section on My School Portal. This request will be sent to the appropriate member of staff and reviewed accordingly. This is most often likely to be used to request a medical appointment, for religious observance or school open day visit for example. Generally, the Department for Education does not consider a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines. Dental or medical appointments should be made during School holidays except in cases of emergency when the form tutor should be informed.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

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.

**Reporting duties**

The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. 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.

When the School's morning registration is completed it is treated as a contact point for these purposes.

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

Action will also be taken in accordance with the Missing Pupil Policy and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

### **Appendix 3 Admission register**

#### **Admission register**

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

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

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.

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.

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.

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.

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

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

## **Appendix 4 Attendance register**

### **Attendance register**

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<sup>9</sup>

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.

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.<sup>10</sup>

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.

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. These registers are taken at the same time every day.

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

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

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

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

### **Recording absence**

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

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

<sup>9</sup> Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>10</sup> Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

**Unauthorised absence**

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 meaning that the code for 'unable to attend due to an exceptional circumstance' is not appropriate. Examples may include:

- holiday that has not been authorised by the School or is in excess of the period determined by the Headmaster;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

**Appendix 5: School Attendance Codes 2026**

| Present Codes        |                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------|
| / \                  | present during registration                                                                        |
| B                    | educated off site and taster days and do not fit K, V, P or W codes                                |
| K                    | attending provision arranged by the local authority                                                |
| L                    | arrived after the register has started but before it has closed                                    |
| P                    | Sporting activity with prior agreement from school                                                 |
| V                    | educational visit or trip                                                                          |
| W                    | work experience provided by the school                                                             |
| Absent Codes         |                                                                                                    |
| Authorised Absences  |                                                                                                    |
| C                    | exceptional circumstances                                                                          |
| C1                   | in a regulated performance/undertaking regulated employment abroad                                 |
| C2                   | absent due to part-time timetable                                                                  |
| D                    | dual registered                                                                                    |
| E                    | suspended or permanently excluded                                                                  |
| I                    | illness (not medical or dental appointments)                                                       |
| JI                   | job/school/college interview                                                                       |
| M                    | medical or dental appointment                                                                      |
| Q                    | unable to attend because of a lack of access arrangements by the local authority                   |
| R                    | religious observance (only 1 day allowed, any more coded as C if agreed)                           |
| S                    | study leave for public examinations                                                                |
| T                    | parent travelling for occupational purposes                                                        |
| X                    | non-compulsory school age pupil not required to attend school                                      |
| Y1                   | unable to attend due to normal school transport not being available                                |
| Y2                   | unable to attend due to widespread transport disruption (local, national, international emergency) |
| Y3                   | unable to attend due to part of the school premises being closed                                   |
| Y4                   | unable to attend due to whole school closure                                                       |
| Y5                   | unable to attend as pupil is in criminal justice detention                                         |
| Y6                   | unable to attend in accordance with public health guidance or law                                  |
| Y7                   | unable to attend due to other avoidable cause (must affect the pupil NOT the parent)               |
| Unauthorised Absence |                                                                                                    |
| G                    | holiday (not agreed)                                                                               |
| N                    | reason for absence not yet established (must be corrected within 5 days)                           |
| O                    | absent in other or unknown circumstances                                                           |
| U                    | late after register has closed                                                                     |
| Z                    | pupil not yet on register                                                                          |
| #                    | planned whole school closure (eg holidays, insets and polling station days)                        |