



## Abbey Gate College

POLICY: Attendance	
Scope	Whole College
Responsibility	Head of Pastoral
Review & Update	September 2025
Governor Approval	Vanessa Brodie

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### Policy Statement (1)

This policy outlines the requirements which the College must meet for the registration of its pupils' absences and attendances, and the procedures it follows to meet those requirements.

The College recognises in full its duties and obligations under:

- The Education Act 1996 – sections 434 and 458
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Independent School Standards. These are contained in the schedule to the Education (Independent School Standards) Regulations 2014 (ISSR), as amended, made under section 94 of the Education and Skills Act 2008.

### Policy Statement (2)

- 1) This policy applies to all members of the Abbey Gate College community, including those in our EYFS setting.
- 2) Abbey Gate College implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties in accordance with the *Provision of Information* policy. It should be read in conjunction with the College's *Admissions, Missing Pupil, and Uncollected Child* policies.
- 4) Abbey Gate College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010) and the UN Convention of Rights of the Child (UNCRC). Further details are available in the College's *EDI* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the College Leadership Team and the Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.
- 6) The most recent updates were made on account of an annual review.

### Key Personnel

- 1) Craig Jenkinson: Head
- 2) Marie Hickey: Head of Infant & Junior School
- 3) Carole Houghton: Deputy Head (Pastoral)
- 4) Vanessa Brodie: Chair of Wellbeing Committee

## Key School contacts

<b>Senior Attendance Champion (including EYFS provision)</b>	Carole Houghton Email: <a href="mailto:houghton_c@abbeygatecollege.co.uk">houghton_c@abbeygatecollege.co.uk</a> Telephone number: 01244 332077
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## Aims

The College aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. The aims of this policy are as follows:

- 1) to develop and maintain a whole school culture that promotes the benefits of good attendance;
- 2) to ensure, so far as possible, that every pupil in the College is able to benefit from and make their full contribution to the life of the College;
- 3) to prioritise and where possible improve attendance and punctuality across the College, reduce absence and set out the College's approach to the management of absence/non-attendance;
- 4) to recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- 5) to help to promote a whole school culture of safety, equality and protection.

## Scope and application

This policy applies to the whole College [including the Early Years Foundation Stage [EYFS]]. This policy is designed to address the specific statutory obligations on the College to record attendance and absence.

## Regulatory framework

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

- 1) Education (Independent School Standards) Regulations 2014;
- 2) EYFS *statutory framework for group and school-based providers* (DfE, January 2024);
- 3) Education and Skills Act 2008;
- 4) Children Act 1989;
- 5) Childcare Act 2006;
- 6) Sponsorship Duties (UKVI, July 2023);
- 7) The School Attendance (Pupil Registration) (England) Regulations 2024;
- 8) Equality Act 2010; and
- 9) Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

- I. [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);
- II. [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);
- III. [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
- IV. [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
- V. ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- VI. [Keeping children safe in education](#) (DfE, September 2024);

- VII. [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- VIII. [Children missing education](#) (DfE, September 2016);
- IX. [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- X. [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- XI. [Mental health and behaviour in schools](#) (DfE, November 2018);
- XII. [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- XIII. [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- XIV. [Remote education guidance](#) (DfE, updated February 2023); and
- XV. [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)].

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

- 1) Safeguarding;
- 2) Missing pupil;
- 3) SEND;
- 4) Behaviour;
- 5) Code of Conduct and;
- 6) Parent Contract

### Definitions and interpretation

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

- 1) references to **attendance** include references to attendance for all or part of the timetabled school day.
- 2) references to the **Proprietor** are references to the board of Governors.
- 3) references to a **Parent** means:
  - I. all natural parents, whether they are married or not;
  - II. any person who has parental responsibility for a pupil; and
  - III. any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- 4) References to a **pupil** includes anyone who is receiving an education at the College except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
- 5) **SAC** means the College's attendance champion

### Responsibility statement and allocation of tasks

- 1) The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 2) The Proprietor recognises that improving attendance is a College leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in College, referred to in this policy as the SAC.
- 3) To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least annually
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the College's processes under the policy	SAC	As required, and at least annually
Formal annual review	Proprietor	Annually

### The importance of good attendance

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

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

### College Responsibilities

- 1) The College 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 College community.
- 2) The College will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

- 3) Where there are challenges to attendance, the College will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 4) The College will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the College's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 5) The College will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

### **Staff responsibilities**

#### **The SAC**

The College has appointed a senior member of staff of the College's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within College.

Responsibilities:

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

#### **Staff with specific responsibilities for attendance:**

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

- a) have a formal routine for registers being taken accurately each morning and afternoon;
- b) seek explanations of absences required from pupils on their return to College;
- c) make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the College;
- d) look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- e) deal with lateness to lessons consistently and promptly;
- f) consider appropriate sanctions for pupils who arrive late to a lesson in line with the College's behaviour and discipline policies; and

- g) discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

### **All staff**

- 1) The College 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.
- 2) The College provides appropriate training and professional development for staff consistent with their roles and responsibilities.

### **College arrangements**

The College 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 College's arrangements can be found in Appendices Appendix 1-Appendix 3.

### **Monitoring attendance**

The College 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 College and develop strategies to address them. Such analysis may include:

- a) monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- b) using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- c) conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- d) benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- e) devising specific strategies to address areas of poor attendance identified through data;
- f) monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- g) providing data and reports to the Proprietor to support its work.

### **Pupil responsibilities**

Attendance is important to pupil attainment, wellbeing and development. The College 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:

- 1) they are expected to be present in-person for the duration of each school day;
- 2) they are expected to arrive on time and attend all timetabled lessons;

- 3) they should not leave a lesson or the College site without permission or otherwise in accordance with College rules;
- 4) they should engage with the College's arrangements for recording and managing attendance as set out in this policy;
- 5) any unexplained absence will be followed up;
- 6) persistent lateness or non-attendance will result in action being taken by the College. This may take the form of:
  - i. offers of support to seek to identify and address any barriers to attendance;
  - ii. communication with parents;
  - iii. reporting to other agencies such as children's social care; and
  - iv. sanctions against them or their parents in line with the College's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending College or specific lessons regularly, they may speak to any member of staff, although the College encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

### **Additional needs**

- 1) The College recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 2) The College will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- 3) It will also work with parents, and, where appropriate, with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.
- 4) Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- 5) Where barriers are outside of the College's control, the College will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 6) The College 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.

### **Parent / carer responsibilities**

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



- 2) This means pupils must attend every day that the College 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 College.
- 3) The College 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.
- 4) Expectations the College places on parents can be found in Appendix 1 of this policy
- 5) Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the College about it could amount to a breach of contract or a finding that the parent is treating the College unreasonably.

### Training

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

- a) the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- b) the College'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 and senior leaders. This should include:

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

The College 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.

- 1) The College, 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).
- 2) Where appropriate the College will attend regular targeting support meetings.
- 3) The College is legally required to share information from the registers with the local authority. As a minimum this includes:
  - a) New pupil and deletion returns;
  - b) Attendance returns;
  - c) Sickness returns.
- 4) 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 College's registers.

- 5) The College will provide specific pupil information on request to the Secretary of State. The College meets this requirement by having an electronic management information system (iSAMS) containing the required information that can be accessed by the DfE. The College also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.
- 6) Where appropriate, the College is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

### **Record keeping and confidentiality**

- 1) All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.
- 2) The information created in connection with this policy may contain personal data. The College's use of this personal data will be in accordance with data protection law. The College has published privacy notices on its website which explain how the College will use personal data.

## Appendix 1

### College arrangements

#### Managing attendance

The College monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the College for the relevant time period as stated by law (6 years from when an attendance mark is entered).

#### Senior School

- 1) The College expects all pupils to be present at College for the whole of the school day, usually from registration at 8.35am to close at 3.50pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.
- 2) Session Registration takes place twice daily. Staff are aware that registration must be taken promptly and within the given time frames.
- 3) Morning registration opens at 8.35am and closes at 8.45am. Form Tutors will mark students either Present or use Code N (No reason yet provided for absence). Students who arrive after 8:45am, but before 8.50am must report to the Attendance Officer at Reception and will be marked Late with Code L. If a student is marked N but arrives later in the session after the register has closed, the attendance register is amended to mark them as absent using code U or another absence code that is more appropriate.
- 4) Form Tutors should attend their Form Rooms no later than 8.35am each morning to log on to iSAMS and be ready to take registration at 8.35am.
- 5) Afternoon registration opens at 1.35pm and closes at 2.00pm. If a student arrives late for pm registration the Subject Teacher should check if he/she has reported to the Attendance Officer at Reception. Students who have not reported to the Attendance Officer will be sent immediately to do so.
- 6) Registration is taken electronically, save in exceptional circumstances (e.g. MIS system failure) when it will be taken manually by Form Tutors and Teachers using paper registers provided by the Attendance Officer. The timings outlined above remain unchanged. The paper register must be returned to the Attendance Officer as soon as possible after registration. The data will then be transferred on to the electronic system by the Attendance Officer as soon as possible.
- 7) In addition to the twice daily Session registrations, students are also registered for all lessons in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.
- 8) The list of attendance codes to record students attendance and absence must be used at all times (*Appendix 4*).
- 9) If a student has failed to arrive by 9.30am on any day, and no explanation for non-attendance has been received from the parents or guardian, the Attendance Officer will make enquiries of the parents or guardian as to the reason for the student's non-attendance. The Attendance Officer will amend the electronic register when information about a student's absence has been obtained or verified.

- 10) Any unaccounted for absence at afternoon registration must be acted on immediately by the Attendance Officer and a member of the Leadership Team informed as soon as possible. (Ref. Missing Child policy)
- 11) For the purposes of the Fire Procedures, the Attendance Officer will take to the designated assembly point all registration sheets for that day, together with the Late Sheets (if needed); the registers will then be distributed to Tutors for a roll call to be taken.
- 12) Parents are informed through induction information that they should notify the school of absence as follows:
  - i. Any notification of absences, lateness or matters relating to attendance of any kind at the **Senior School** can be made via email to the email box [attendance@abbeygatecollege.co.uk](mailto:attendance@abbeygatecollege.co.uk), or by calling 01244 332077, so that any required actions are taken in regards to registration by the Attendance Officer. Where a pupil is ill, the College should be notified of the nature of the illness.

### Infant and Junior School

- 1) Registration takes place twice daily.
- 2) Morning registration opens at 8.30am and is completed by 9.00am. Class Teachers need to be in their classrooms no later than 8.30 am each morning in order to complete registration by 9.00 am. It is important that registration is always undertaken promptly.
- 3) Afternoon registration is taken at 1.20pm and is completed by 1.40pm
- 4) Class teachers will mark pupils with Present or use code N (No reason yet provided for absence).
- 5) Any pupils arriving late for registration must be signed in at reception by a parent or guardian and will be marked with code U or another absence code that is more appropriate.
- 6) Registration is taken electronically, save in exceptional circumstances (e.g. system failure) when it will be taken manually by Class Teachers using a paper register supplied by the Attendance Officer. The timings outlined above remain unchanged. The paper register must then be returned to Reception as soon as possible after registration and the data will then be transferred onto the electronic system by the Attendance Officer as soon as possible. Class teachers should collect the labelled plastic folder for their class from Reception. This folder will contain a class list (for use when system failure occurs, etc), a list of codes to record pupil attendance and absence, and any other notices.
- 7) In addition to the twice daily Session registrations, pupils' attendance at all lessons will be noted by the teacher.
- 8) The list of codes to record pupil attendance and absence must be used at all times (see Appendix 4).
- 9) If a pupil has failed to arrive by 9.30 am on any day, and no explanation for non-attendance has been received from the parents or guardian, the Attendance Officer will make enquiries of the parents or guardian as to the reason for the pupil's non-attendance. The Attendance Officer will amend the electronic register when information about a pupil's absence has been obtained or verified.
- 10) Any unaccounted for absence at afternoon registration must be acted on immediately by the Attendance Officer, and the Head of the Infant and Junior School informed as soon as possible. (Ref. Missing Child policy)

- 11) For the purposes of the Fire Procedures, a member of the Infant and Junior School Office will take to the designated assembly point a file containing the registration sheets for that day, together with the Late Book (if needed); the registers will then be distributed to Class Teachers for a roll call to be taken.
- 2) Parents are informed through induction information that they should notify the school of absence as follows:
  - i. Any notification of absences, lateness or matters relating to attendance of any kind at the Infant and Junior School can be made via email to the email box [infantjunioradmin@abbeygatecollege.co.uk](mailto:infantjunioradmin@abbeygatecollege.co.uk), or by calling 01244 332077, so that any required actions are taken in regards to registration.Where a pupil is ill, the School should be notified of the nature of the illness.

### Infant & Junior School (Saighton Site)

- 1) Our Junior pupils (J3 to J6) have lessons at the Senior School every Friday morning.
- 2) The above procedures apply to registration with the following amendments.
- 3) Junior pupils are registered in the Pavilion or another appropriate space by a member of staff from the Infant and Junior School between 8.30am and 9.00am. It is important that registration is always undertaken promptly.
- 4) Any pupils arriving late for registration must be signed in at the Senior School reception by a parent or guardian and will be marked with Code U **or another absence code that is more appropriate.**
- 5) If a pupil has failed to arrive by 9.10 am, and no explanation for non-attendance has been received from the parents or guardian, the teacher who is registering the Junior pupils will inform the Attendance Officer at the Infant and Junior School. They will make enquiries of the parents or guardian as to the reason for the pupil's non-attendance and report back to the teacher as soon as possible. The teacher will remain at the Senior School until the pupil has been accounted for. The Attendance Officer will amend the electronic register when information about a pupil's absence has been obtained or verified. Any unaccounted for absence at afternoon registration must be acted on immediately by the Attendance Officer, and the Head of the Infant and Junior School informed as soon as possible.
- 6) For the purposes of the Fire Procedures, Junior pupils and staff will follow point 7 from the Senior School procedures.

### The role of parents / carers

The College expects all Parents to:

- a) make any application for an authorised leave of absence at the earliest opportunity;
- b) notify the College 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
- c) cooperate with the College to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- d) Parents of pupils should ensure their child attends school in time for morning registration;

### Managing absence

Where an absence is ongoing the College will work supportively with parents and the child to facilitate a timely reintroduction to the College, mindful of the College's legal requirements to the Local Authority, the child's legal entitlement to a full-time education and Safeguarding requirements.

### Authorised absences

Authorised absence means that the College 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.

### Children Missing/Absent from Education

A child being absent from school for prolonged periods or on repeat occasions can act as a warning sign to a range of safeguarding issues, including neglect, CSE and CCE. All unexplained absences from College will be investigated. (ref. *Safeguarding Policy*). This helps prevent the risk of them becoming a child missing in education in the future.

The College shall inform the local authority of any pupil who is going to be added to or deleted from the College's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration)(England) Regulations 2006 (as amended). This will assist the local authority to:

- a. Fulfil its duty to identify children of compulsory school age who are missing from education; and
- b. Follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

School attendance registers are carefully monitored to identify any trends. The College will provide 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.

Action should be taken in accordance with this policy if any absence of a pupil from the College gives rise to a concern about their welfare.

Additionally, the College will report to Cheshire West and Chester a pupil who fails to attend school regularly or has been absent from College without the College's permission for a continuous period of 10 school days or more.

The College has an Attendance Officer who follows procedures as detailed in the *Attendance Policy* and *Registration Policy*. The College has a clear and regularly reviewed *Missing Child Policy* and follows the guidance in *Working Together to Improve School Attendance*.

The College hold a minimum of 2 emergency contact numbers for each pupil.

### Applications for an authorised leave of absence

The Head, or the Head of Infant & Junior School as applicably delegated, may determine that student absence is not authorised, if a reason given nonetheless results in potential detriment to a student's learning and is contrary to the College's considered and

balanced advice. On each occasion, this will be confirmed in writing by the respective Head to parents.

Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head.

The College 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 College without prior permission from the Head.

Dental or medical appointments should be made during School holidays except in cases of emergency when the Attendance Officer 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 College. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

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

The College 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.

In the event that a pupil holding a Student or Child Student visa sponsored by the College under the Points Based System goes missing, the College will report to UKVI if the pupil misses ten consecutive expected contact points. Each time the College's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the College'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 child policy and safeguarding and child protection policy if any absence of a pupil from the College gives rise to a concern about their welfare.

## Appendix 2

### Admission register

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

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

The admission 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. iSAMS will back up data every hour and store for 52 weeks as it is a cloud based service. The 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 College, including their date of admission, information regarding parents and carers and details of the school they last attended.

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

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



### Appendix 3 Attendance Register

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

The College 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.

The College also uses these records to identify patterns of poor attendance (at individual and cohort level) and works with pupils and parents to resolve any issues before they become entrenched.

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

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

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

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

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

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

#### Remote education

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

The College may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the College site, to keep pace with their education.

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

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

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

The College utilises the VLE that is kept up-to-date and keeps pupils safe. Staff will remain trained and confident in its use.

#### Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the College 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 include:

- I. holiday has not been authorised by the College or is in excess of the period determined by the Head;
- II. the reason for absence has not been provided;
- III. a pupil is absent from school without authorisation;
- IV. a pupil has arrived in school after registration has closed and without reasonable explanation.

## Appendix 4

### Register Codes

**Code / \:** Present at the school / = morning session \ = afternoon session

**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. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session **and not longer than 30 minutes**. 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 K:** Attending education provision arranged by the local authority

**Code V:** Attending an educational visit or trip

**Code P:** Participating in a sporting activity

**Code W:** Attending work experience

**Code B:** Attending any other approved educational activity

Schools must also record the nature of the approved educational activity, examples are:

- attending taster days at other schools;
- attending courses at college;
- attending unregistered alternative provision arranged by the school.

**Code D:** Dual registered at another school

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 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.

**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

**Code X:** Non-compulsory school age pupil not required to attend school

**Code C2:** Leave of absence for a compulsory school age pupil subject to a part-time timetable

**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.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

**Code T:** Parent travelling for occupational purposes

**Code R:** 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.

**Code E:** Suspended or permanently excluded and no alternative provision made

**Code Q:** Unable to attend the school because of a lack of access arrangements

**Code Y1:** Unable to attend due to transport normally provided not being available

**Code Y2:** Unable to attend due to widespread disruption to travel

**Code Y3:** Unable to attend due to part of the school premises being closed

**Code Y4:** Unable to attend due to the whole school site being unexpectedly closed

**Code Y5:** Unable to attend as pupil is in criminal justice detention

**Code Y6:** Unable to attend in accordance with public health guidance or law

**Code Y7:** Unable to attend because of any other unavoidable cause

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.

**Code G:** Holiday not granted by the school

**Code N:** Reason for absence not yet established

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 (regulation 10(7) to (9)). 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

**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 parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.

**Code Z:** Prospective pupil not on admission register

**Code #:** Planned whole school closure

- Every entry (including reasons for amendments) in the school's attendance and admission registers should be preserved for six years (currently three years).
- A back-up copy of the register is to be made at least once a month in the form of an electronic or printed copy.
- Schools need to provide local authorities with the name and address of pupils who will miss 15 consecutive **or** cumulative days due to illness who may need additional support from the local authority to continue their education, as set out in the recently updated statutory guidance for local authorities [Education for children with health needs who cannot attend school](#).