# Attendance Policy

**Implementation Date:** April 2017
**Date / Term of last review:** 7th September 2026

This policy applies to the whole school including those in the EYFS.
This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

**Key School Contacts:**

- **School Attendance Champion**
  Mrs Clare Bradbury, Headteacher; head@oakwoodschool.co.uk / 01243 575209
- **Key Staff**
  Mrs Kathy Fletcher, Receptionist; office@oakwoodschool.co.uk / 01243 575209
  Mrs Sarah Stimpson, Receptionist: office@oakwoodschool.co.uk / 01243 575209

The following policies should be read in conjunction with this policy:

- Admissions Policy
- Child Protection and Safeguarding Policy
- Missing Child Policy & Procedure

| | |
|---|---|
| Author: | Clare Bradbury, Headteacher<br>Chrissie Zoltowski, DSL |
| Approval: | Clare Bradbury, Headteacher<br>Hannah Davies, Safeguarding Governor |
| Next Review Date: | January 2027 |

*For office use only:*

| | | |
|---|---|---|
| Website | Required | ✔ |
| Internal Staff purposes only | | |

## 1. Aims and Objectives

1.1. This is the attendance policy of Oakwood School, Chichester. The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.2. 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, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence to prevent children becoming missing education **(CME)** and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

1.3. As a school we believe regular and punctual attendance supports effective learning and we therefore focus on developing a shared ethos of valuing good attendance and punctuality as pupils, staff and parents.

## 2. Regulatory Framework

2.1. This policy has been prepared to meet the School's responsibilities under:

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

2.2. This policy has regard to the DfE, Department of Health and NHS guidance or advice. Such as, but not limited to:

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

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

- Safeguarding and child protection policy and procedures;
- Risk assessment policy;
- Missing child policy and procedures
- SEND policy;
- Accessibility Plan and policy;
- Behaviour Management, Rewards & Sanctions policy;
- Parental Terms and Conditions; and
- Remote education plan within the Teaching and Learning policy.

## 3. Publication and availability

3.1. This policy is published on the School website.

3.2. This policy will be sent to parents when pupils join the school and when the policy is updated.

3.3. This policy is available in hard copy on request.

3.4. A copy of the policy is available for inspection from the School Office during the School day.

3.5. This policy can be made available in large print or another accessible format if required.

## 4. Definitions and Interpretation

4.1. The following words or phrases are used in this policy:

- **Attendance:** includes references to attendance for all or part of the timetabled school day.
- **Proprietor:** means references to the Board of Governors.
- **Pupil:** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
- **Parents**: includes the following:
  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).
- **SAC**: means the School Attendance Champion

## 5. Responsibility statement and allocation of tasks

5.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.

5.2. The Proprietor recognises that improving attendance is a school leadership issue and has appointed the Headteacher to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

5.3. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the SAC the following tasks:

| Task | Allocated To | When/Frequency of review |
|---|---|---|
| Keeping the policy up to date and compliant with the law and best practice | SAC | As required, and at least termly |
| Monitoring the implementation of the policy | SAC | As required, and at least termly |
| Analysing attendance and absence data | SAC | 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 | As required, and at least termly |
| Formal Annual Review | Proprietor | Annually |

## 6. The importance of good attendance

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

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

## 7. School responsibilities

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

7.2. The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

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

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

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

## 8. Staff responsibilities

8.1. The Proprietor has appointed the Headteacher as SAC to have overall responsibility for championing and improving attendance in school. The SAC responsibilities are:

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

## 9. Staff with specific responsibilities for attendance

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

## 10. All Staff

10.1. 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.

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

## 11. School arrangements

11.1. The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence. These registers are kept electronically. Contact details of lead relevant staff can be found at the front of the policy school, although all office staff support the effective day to day processes in place to follow-up absences. Further details about the School's arrangements can be found in ***Appendices 1-3***

## 12. Monitoring attendance

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

- monitoring and analysing attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to facilitate discussions with pupils and to leaders (including the SENDCo and DSL);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of termly and full year data to identify patterns and trends;
- 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 Proprietor to support its work.

## 13. Pupil responsibilities

13.1. School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and there are systems in place to award punctuality and promptness to lessons when in school (such as house points and effort grades in the Prep School).

13.2. Pupils should be aware that:

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

13.3. 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 we encourage them to speak to their form tutor in the first instance.

## 14. Additional needs

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

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

14.3. 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.

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

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

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

14.7. The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## 15. Parent / carer responsibilities

15.1. 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.

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

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

15.4. Expectations the School places on Parents can be found in ***Appendix 1*** of this policy.

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

## 16. Training

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

- the importance of 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.

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

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

16.3. The School maintains written records of all staff training.

**17. Information sharing**

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

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

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

17.4. The School is legally required to share information from the registers with the local authority. As a minimum this includes:
- New pupil and deletion returns for non standard transitions;
- Attendance returns for 10 days of continuous unauthorised absence or failure to attend regularly;
- Sickness returns for 15 days of illness (consecutive or cumulative during the academic year);

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

17.6. The School must provide specific pupil information on request to the Secretary of State.

17.7. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

**18. 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 date 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.

# APPENDIX 1: School Arrangements

**1. Managing Attendance**

1.1. The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law. For further information, please refer to ***Appendix 3: Admissions Register*** and ***Appendix 4: Attendance Register***.

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

1.3. The school expects all pupils to be present at school for the whole of the school day, usually from registration at 8.30am in Prep School/8.45am in Pre-Prep until 3.30pm in Pre-Prep/4.15pm in Prep School, however this period may be extended, for example for out of school clubs, sports fixtures or school trips.

**2. The Role of Parents and Carers**

2.1. The school expects all parents to:

2.1.1. Make an application to the Headteacher for an authorised leave of absence at the earliest opportunity;

2.1.2. 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

2.1.3. Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2. Parents should ensure their child attends school by 8.30am/8.45am for morning registration, appropriate to age as detailed below.

2.3. Oakwood School expects parents/guardians to ensure that children are in school for registration in line with the school day as detailed above. Any pupils arriving after morning registration are marked as 'late' on the register.

**3. Registration and attendance checks**

3.1. The school day starts at 8.15am (aside from Breakfast Clubs that start at 7.45am). All pupils from Reception to Year 6 are expected to attend school between the following times, as published on the school website and in all admissions agreements, with optional after school activities and supervision available from 3.30pm/4.15pm to 6.00pm for all Oakwood pupils:

- 8.45am – 3.30pm: Reception, Year 1 and Year 2
- 8.30am – 4.15pm: Year 3 - 6

3.2. Attendance registers are completed twice daily in line with legal requirements for schools.

3.3. Morning registration is at 8.30am. The registers will remain open for 30 minutes after the start of morning registration.

3.4. Afternoon registration will be at 1.30pm. The registers will remain open for 30 minutes after the start of afternoon registration.

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

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

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

3.8. Registers will be checked at the beginning of lessons in order to identify and follow up on absences that might occur after registration times.

3.9. The school uses its MIS to complete electronic registers.

3.10. In our Pre School 'Little Oaks' (Nursery and Kindergarten) attendance is more flexible, with families choosing morning sessions and/or whole day sessions across the week, within the stated school day timings. Registers are administered in the same way, as across the school, with a morning registration and afternoon registration completed.

## 4. Reporting Absence

4.1. It is considered the parent/guardians' responsibility that their child arrives in school on time and that they attend unless there is a good reason for not doing so.

4.2. If a pupil is absent from School for any reason, the parent/carer should contact the school office by email or telephone by 9.00am.

4.3. Where illness is cited as a reason for absence, we may refer parents to current NHS guidance on whether a child is well enough to attend school.

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

4.5. If a child is taken ill during the course of the day and needs to go home, the child's absence will be recorded in the attendance register kept in the school office. If this occurs during the morning, then the child will be recorded as absent in the afternoon.

## 5. Arrangements for reporting subsequent absences

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

## 6. Managing Absence

6.1. Our day to day processes for managing attendance and the actions and appropriate escalation processes we take if a pupil is absent without notification or for a prolonged period of time, for example:

- Follow up with parents or carers by calling/emailing prior to completion of the daily register
- Contact emergency contacts if parents/carers are not contactable

- Implement relevant school safeguarding policies and procedures such as Missing Child Policy
- Support returners with 1:1 adjustments, form teacher support or other relevant staff support such as SENDCo or Head of Pastoral Care and Wellbeing

## 7. Authorised Absence

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

## 8. Applications for an authorised leave of absence

8.1. Applications for authorised absence, excluding sickness, during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headteacher at head@oakwoodschool.co.uk

8.2. The School will consider each application for an authorised leave of absence individually, considering the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

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

8.4. Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the child's Form/Link Tutor or School office should be informed.

8.5. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. Appendix 4 for more details.

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

8.7. Absence may generally be authorised for the following reasons:
- illness, medical or dental appointments;
- days of religious observance;
- exclusion;
- traveller child travelling for the purposes of parent's employment;
- family bereavement;
- involvement in a public performance;
- 'exceptional' circumstances (the nature of such occasions will be determined by the Headteacher on an individual basis).

## 9. Reporting Duties

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

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

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

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

9.2. Persistent absence (or PA) is absence of 15% or more. The school will communicate with families to support regular school attendance, where there are concerns of this nature or where as a school we feel absence has become persistent. We believe that persistent or regular absence from school can negatively impact a pupil's wellbeing and/or academic development and progress.

9.3. Action will also be taken in accordance with the School's Missing Child policy and Safeguarding and Child Protection Policy if any absence of a pupil from the School gives rise to a concern about their welfare. This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

# APPENDIX 2: National Attendance and Absence Codes

On each occasion the register is taken, the appropriate and relevant national attendance and absence codes are used for every pupil whose name is listed in the admission register at the time. The following list includes all national attendance and absence codes; the codes highlighted in red are the most appropriate, relevant and commonly used at Oakwood School.

**1 Attending the school**

| Code | Definition |
|---|---|
| / \ | Present at the school / = morning session / afternoon session |
| L | Late arrival before the register is closed |

**2 Attending a place other than school**

| Code | Definition |
|---|---|
| K | Attending education provision arranged by the local authority |
| V | Attending an educational visit or trip |
| P | Participating in a sporting activity |
| W | Attending work experience |
| B | Attending any other approved educational activity[1] |

**3 Absent - leave of absence**

| Code | Definition |
|---|---|
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |
| M | Leave of absence for the purpose of attending a medical or dental appointment |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S | Leave of absence for the purpose of studying for a public examination |
| X | Non-compulsory school age pupil not required to attend school |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| D | Dual registered at another school |
| C | Leave of absence for exceptional circumstance |

**4 Absent - other authorised reasons**

| Code | Definition |
|---|---|
| T | Parent travelling for occupational purposes |
| R | Religious observance |
| I | Illness (not medical or dental appointment) |
| E | Suspended or permanently excluded |

**5 Absent - unable to attend school because of unavoidable cause**

| Code | Definition |
|---|---|

1

| | |
|---|---|
| Q | Unable to attend the school because of a lack of access arrangements |
| Y1 | Unable to attend due to transport normally provided not being available |
| Y2 | Unable to attend due to widespread disruption to travel |
| Y3 | Unable to attend due to part of the school premises being closed |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather) |
| 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 because of any other unavoidable cause[2] |

**6** **Absent - unauthorised absence**

| Code | Definition |
|---|---|
| G | Holiday not granted by the school |
| N | Reason for absence not yet established |
| O | Absent in other or unknown circumstances |
| U | Arrived in school after registration closed |

**7** **Administrative codes**

| Code | Definition |
|---|---|
| Z | Prospective pupil not on admission register |
| # | Planned whole school closure |

2

# APPENDIX 3: Admissions Register

**1. Admission register**

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

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

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

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

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

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

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

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

# APPENDIX 4: Attendance Register

**2. Attendance register**

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

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

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

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

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

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

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

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

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

**3. Recording absence**

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

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

**4. Remote education**

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

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

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

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

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

4.5. The School will utilise a digital education platform (Google Classroom) that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4.6. The School has an established remote education plan. For further information, please refer to the *Teaching and Learning Policy*.

**5. Unauthorised absence**

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

- Holiday that has not been authorised by the School or is in excess of the period determined by the Headteacher.
- The reason for the absence has simply not been provided
- A pupil is absent from school without prior authorisation.
- A pupil has arrived in school after registration has closed and without reasonable explanation.