NP1.4 Attendance Policy

This policy applies to the whole School including EYFS at Newton Prep

Executive Summary

This is the attendance policy of Newton Prep (the School). It applies to the whole School including the Early Years Foundation Stage (EYFS).

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

Aims

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. 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, as 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 and set out the School's approach to the management of absence / non-attendance;
- to recognise the links 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.

Associated Policies

This policy is available on the School website. This policy is one of a series in the school's integrated safeguarding portfolio, which includes the following policies:

Behaviour Policy

Children Missing Education (including supervision and lost children procedures)

Risk Assessment Policy for Pupil Welfare

Safeguarding and Child Protection Policy and Procedures

School Terms and Conditions 1

Special Educational Needs and Disabilities (SEND) Policy

Legislation and Guidance

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, July 2026);
Education and Skills Act 2008;
Children Act 1989;
Childcare Act 2006;
Sponsorship Duties (UKVI, July 2023);
The School Attendance (Pupil Registration) (England) Regulations 2024;
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:

Working together to improve school attendance (DfE, 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 2026);
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);
SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024).

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 **Proprietor** are references to Newton Prep Limited.
- references to a **Parent** means:
    - all natural parents, whether they are married or not;
    - any person who has parental responsibility for a pupil; and
    - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- **SAC** means the School's Attendance Champions

Publication and availability

This policy is published on the School website.

This policy will be sent to Parents when pupils join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.

This policy is available in hard copy on request.

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Responsibility statement and allocation of tasks

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

The Proprietor recognises that improving attendance is a school leadership issue and has appointed two designated senior leaders to have overall responsibility for championing and improving attendance in School, referred to in this policy as the School Attendance Champions (SACs).

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	SACs, Compliance and Operations Manager	As required, and at least annually
Monitoring the implementation of the policy	SACs	As required, and at least annually
Analysing attendance and absence data	SACs	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	SACs	As required, and at least annually
Formal annual review	Proprietor	Annually

Key School contacts

Senior attendance champion (Lower School, including EYFS) Belinda Clothier **Senior attendance champion (Middle and Upper School)** Harry Willis	Email: bclothier@newtonprep.co.uk Telephone number: 020 7720 4091 Ext 1208 Email: hwillis@newtonprep.co.uk Telephone number: 020 7720 4091 Ext 1225
Key staff / contacts Sera Jimenez - School Office Manager	Email: DHSEC@newtonprep.co.uk Telephone: 020 7720 4091 Ext: 1219

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 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.

School responsibilities

The School has a continuing responsibility to proactively manage and improve attendance across the school community. Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare and should therefore be seen as everyone's responsibility in school. That starts with the senior attendance champion on the school's leadership team, but includes all school staff.

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

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 (section 7, particularly 7.2: Conduct and Attendance). It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

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.

Staff responsibilities

The School Attendance Champions (SACs)

The Proprietor has appointed two senior members of staff of the School's Leadership Team as SACs to have overall responsibility for championing and improving attendance in school. Details of the

individuals appointed are on page 5 of this policy. The SACs' 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 efficiency 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:

Class Teachers (Lower School) and Form Teachers (Upper 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 and at the same time 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 parents 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 appropriate SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

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.

Parent/carer responsibilities

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 either by attendance at a school or by education otherwise than at a school.

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.

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 section 7 of the Terms and Conditions. Parents are expected to:

- make sure that their child attends School every day and on time, save for exceptional circumstances
- inform the School of their child's absence
- provide the school with at least two emergency contact numbers for their child
- ensure that, where possible, appointments for their child are made outside of the school day or in the holidays
- request permission for absence due to exceptional circumstances by emailing the Head at least a week in advance (see Appendix 1 for further details)

Pupil responsibilities

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

Pupils are expected to attend the School every day and on time. Older pupils who move around the school for lessons are expected to arrive on time for every timetabled lesson. Teachers will speak to pupils who arrive late for lessons to ascertain an explanation. Where appropriate teachers may report repeated lateness to the pupil's form teacher who will consider whether any further action or support is needed.

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 on page 5 of the policy and other details about the School's arrangements can be found in Appendices 1-3.

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 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 to leaders (including the Head of Inclusion, Learning and Wellbeing, and designated safeguarding lead);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for those cases;
- conducting thorough analysis of half-termly, termly, and full year data 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 Proprietor to support their work.

Additional needs

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.

Pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND), have the same right to an education as any other pupil and therefore the attendance aspiration for these pupils should be the same as it is for any other pupil. For pupils with SEND who are struggling to attend, the School will make reasonable adjustments based on an understanding of the individual needs of the pupils and their families and will regularly review and update the support to make sure it continues to meet individual needs of the pupils.

In addition to formal reasonable adjustments, the School will work in partnerships with parents to consider adjustments to existing practices and policies to help meet the needs of pupils who are struggling to attend school and to develop specific, individual support approaches for attendance.

In the case of pupils with an Education Health and Care Plan (EHCP), 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. The School will agree adjustments to its policies and practices that are consistent with the special educational provision set out in the EHCP in collaboration with parents and will liaise with the local authority to review and amend the EHCP to incorporate the additional or different attendance support identified, if required.

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance. Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for Family Help.

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.

Training for 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.

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.

The School maintains digital 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 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).

Where appropriate, school staff will attend regular targeting support meetings.

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.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

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.

Review and Update Process

Last Updated	September 2026
Next update	September 2027

Appendices

Appendix 1 - **School Arrangements**

Managing attendance

Registration is a key element of the School's safeguarding arrangements. If a pupil is not at school and the reason for their absence is not known, the School will follow up with their parents/guardians to establish where they are. Whilst the pupil may simply be off sick at home with appropriate care, this may not be the situation.

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. Prolonged or repeated absences, or particular patterns of absence (with no satisfactory explanation) are treated as a potential safeguarding issue and action is taken accordingly, including making a referral if required.

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers are 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 8.40am to close at 3.30pm (for Lower School pupils) or 4.00pm (for Upper School pupils. This period may be extended, for example for after-school clubs, sports fixtures or school trips. For pupils in our Nursery, attendance is from 8.40am until 12 noon. The School keeps a record of the pupils who attend for full days and this is updated half-termly in consultation with the pupils' parents.

Registration and attendance check

Time	**Action**

8:00 am	The gates open to allow children access to the School grounds Children arriving for 1-2-1 sessions that run beyond registration at 8:40am i.e. VMT Music lessons, sign-in on the iPad at Reception. Children arriving for group sessions i.e. sport training or choir that run beyond the close of registration at 8:40am, are signed-in on SOCS by the teacher running that session
8:20 am	The children enter the building and make their way to form classes
8:40am	Form/Class teachers complete the register and save this on our system by 8.40am.
	If a pupil is absent and we have not received advanced notice for the reason, the teacher will mark the register to denote 'no reason yet provided for absence'.

8:40 - 9:00 am	Pupils arriving between these times are marked as 'late' (L) in the register.
9:00 am	If a pupil arrives after the register closes (at 9.00am), pupils will be marked as 'late' (U) the School Office will contact parents for an explanation for this. This counts as an unauthorised absence as registration has closed. Priority for contact will be for those pupils who are on our 'Home Alone' list.
	If a reason for absence is provided by the parent, the School Office will then apply the appropriate code.
1:00 - 2:15 pm	Afternoon registers are taken at 2.05pm.
	If a pupil is absent for afternoon registration and we have not received advanced notice for the reason, the teacher will mark the register to denote 'no reason yet provided for absence'. The School Office make checks with teachers to establish the whereabouts of any pupils who are not registered. If this remains unknown, the School Office will contact parents for an explanation for this.
	For those pupils in our Nursery (who are below compulsory school age), the code 'X' will be used to denote an afternoon absence where parents have indicated the pupil will not attend the afternoon session. All pupils are expected to attend morning sessions.

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
- co-operate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue;
- ensure their child attends School by 8.40am for morning registration

Reporting and recording absence

If a pupil is to be absent from School for any reason, the parent/carer should contact the key school contacts (see page 5) by email/telephone/absence form (available on the School website) on each morning of absence. Where a pupil is ill, the School should be notified of the nature of the illness. Absence is recorded on the Attendance Register using the codes set out in Appendix 3.

Monitoring and improving attendance

On an ongoing basis, the SACs monitor attendance through regular meetings with Heads of Year who in turn are responsible for responding to concerns raised by teachers about a pupil's attendance or lateness. Measures used to support all pupils include:

- Identifying pupils who are regularly late or with attendance of less than 90%, and intervene as necessary (see below);
- Regularly review each absence with the code N and, if the reason is still not established, replace this with an O (an N will not be allowed to remain in the register indefinitely).
- Use attendance data to find patterns and trends of persistent and severe absence;
- Raise awareness of the importance of excellent attendance through staff training and pupil and parent education and engagement

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. We will communicate concerns about attendance by letter.

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.

Reducing persistent and severe absence

Persistent absence (including lateness) is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the School's strategy for improving attendance. Where patterns of absence are identified or levels of absence reach certain levels, the SACs will scrutinise the attendance data. Follow this, the following measures are used to support pupils (and their families) who are, or are at risk of, persistent or severe absence:

- Where unauthorised absence reaches 5%, Form Tutors/Class Teachers may contact parents giving them an opportunity to discuss any support the school can offer.
- Where an unauthorised absence approaches 10% the Head of Year may contact parents following on from the discussions with Form Tutors.
- When unauthorised absence escalates and pupils miss 10% or more of school, the SAC will send an Attendance Letter
- If absences levels are higher than 10% the Head will write to the parents

- At any stage above, the school may hold meetings with the parents of pupils who the School (and/or local authority) consider to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent. These meetings will seek to:
    - discuss attendance and engagement with the School;
    - understand barriers to attendance and outline support available;
    - explain the potential consequences of persistent and severe absence; and
    - provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.

Where voluntary support has not been effective and/or has not been engaged with, the school will work with the local authority to:

- Put formal support in place (such as an attendance contract or an education supervision order)
- Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with.
- Pursue formal action only as a last resort, where other forms of engagement or support have not been successful

At all times, the school will consider potential safeguarding issues and, where suspected or present, address them in line with *Keeping Children Safe in Education* and other relevant legislation and guidance.

Supporting pupils who are absent or returning to School

The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Where a pupil or family needs support with attendance, the best placed person in the school will work with and support the family.

Where a pattern of absence is at risk of becoming, or becomes, problematic the school will listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.

The school is mindful that pupils who suffer from long term medical conditions or who have special educational needs and disabilities may face greater barriers to attendance and will put additional support in place where necessary to help them access their full-time education.

The School adopts a proactive approach to pupils who are absent owing to complex barriers, and seeks to intervene in a timely and collaborative fashion. This will generally, but not exclusively, involve:

- meetings between the parents and pastoral team (and external agencies as required) - including review meetings on the pupil's return;
- a phased return, with manageable timetable adjustments; and regular one-to-one support from appropriate staff.

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 and will only be permitted if made in writing to the Head via their PA, Julie Alger, at hmpa@newtonprep.co.uk

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 or where there are additional needs, no pupil should be away from School without prior permission from the Head.

Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the School Office should be informed.

If a leave of absence is granted, it is for the Head 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.

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.

The DfE does not consider the need or desire for a holiday or any other absence for the purpose of recreation or leisure to be an exceptional circumstance. Holidays will be treated as unauthorised absences during term time.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attend and 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 10 consecutive expected contact points.

Each time the School's attendance register 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 Children Missing Education policy and the Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2 - **Admission Register**

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). The School will 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 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 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.

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 will 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 3 - **Attendance Register**

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

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 (see below for details of these codes).

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 School will also use these records to identify patterns of poor attendance (at individual and year group 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 at the same time, 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:

- 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 the 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, or 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 DfE guidance Working Together to Improve School Attendance relating to:

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

Remote Education

The School is required to record all absence from in-person lessons. In limited circumstances, the School may provide remote education to enable pupils, who are well enough to learn but unable to attend the School in person, to keep pace with their education. Remote education for an absent

pupil should only be used as a last resort, once reasonable adjustments have been considered, and as part of a wider plan to support the pupil's return to school. 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.

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.

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 or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday during term time;
- 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.

The table on the following page lists absence codes, launched in February 2025.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Any other approved educational activity (not sporting activity or work experience)	Present - Approved educational activity
K	Education provision arranged by the local authority	Present - Approved educational activity
P	Sporting activity	Present - Approved educational activity
V	Educational visit or trip	Present - Approved educational activity
W	Work experience	Present - Approved educational activity
C	Absent with leave (exceptional circumstances)	Authorised absence
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable for compulsory school age pupil	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental appointment)	Authorised absence
J1	Interview for employment / admission to another educational institution	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registered at another school	Not counted in possible attendances
Q	Lack of access arrangements	Not counted in possible attendances
X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances
Y1	Transport normally provided not available	Not counted in possible attendances
Y2	Widespread disruption to travel	Not counted in possible attendances
Y3	Part of the school premises closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	In accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Prospective pupil not on admission register	Not counted in possible attendances
#	Planned whole school closure	Not counted in possible attendances