Beachborough School

School Attendance Policy

Updated: November 2026

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Policy Lead: Ms SJ Lapper (Deputy Head - DSL)

Reviewed by: Mrs S Mitchell (Head)

CONTENTS PAGE

Page 1 – Front cover

Page 2 – Contents page

Page 3 – Contacts, aims and introduction

Page 4 – Regulatory framework, publication and availability, definitions and interpretation

Page 5 – Responsibility statement, allocation of tasks and the importance of good attendance

Page 6 – School and staff responsibilities

Page 7 – School arrangements, monitoring attendance and pupil responsibilities

Page 8 – Pupil responsibilities and additional needs

Page 9 – Parent/carer responsibilities, information sharing,

Page 10 - Record keeping and confidentiality

Page 11 – 14 – Appendix 1 – School arrangements

Page 16 – Appendix 2 – Admission register

Page 17 – 18 – Appendix 3 – Attendance register

Page 19 – 20 – Appendix 4 – Absence codes

Beachborough Contacts:
If parents require additional support with matters related to attendance, they should contact one of people below.

Sadie Lapper (Deputy Head Pastoral) - School Attendance Champion (SAC)
Contact details: email sj.lapper@beachborough.com Tel: 01280 700071

Hannah Tongue (Head of Boardman)
Contact details: email h.tongue@beachborough.com Tel: 01280 700071

Mark Jackson (Ass. Head of Boardman)
Contact details: email: m.jackson@beachborough.com Tel: 01280 700071

Katy Lilly (Deputy Head Curriculum)
Contact details: email: k.lilley@beachborough.com Tel: 01280 700071

Simone Mitchell (Head)
Contact details: email: s.mitchell@beachborough.com

Aims:

The school aspires to have 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 encourage attendance of above 95%
- to ensure, so far as possible, that every pupil in the school can 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 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.

Introduction:

We believe outstanding attendance and punctuality are vital in enabling pupils to make the most of their learning opportunities and, thus, prepare them for the demands of their adult life. Regular attendance and punctuality are essential if children are to achieve their full potential. If pupils are not in school attending their lessons or other related curriculum activities, they will have gaps in their understanding of subjects.

With good attendance, pupils maximise the educational opportunities available to them, achieve better outcomes, gain confidence, have increased self-esteem, and develop essential skills in preparation for their progression to senior schools.

As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. This policy applies to the whole School (including the **EYFS**) and is designed to address the specific statutory obligations on the school to record attendance and absence. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also considers the Human Rights Act 1998 and the Equality Act 2010.

Regulatory framework

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

- Education (Independent School Standards) Regulations 2014;
- National minimum standards for boarding schools (DfE, September 2022);
- EYFS statutory framework for group and school-based providers (DfE, September 2026);
- Education and Skills Act 2008;
- Children Act 1989 and 2004
- 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, updated July 2026);
- Summary table of responsibilities for school attendance (DfE, updated July 2026);
- Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, July 2026);
- Children missing education (DfE, August 2024);
- 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);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024)
- Working Together to Safeguard Children (DfE, December 2023)
- Independent School Standards Guidance (DfE, April 2026)

Publication and availability:

This policy is published on the school website and is sent to parents and guardians at the start of the academic year. It is also available in hard copy on request.

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
- any references to the **Proprietor** are references to the Board of Governors
- 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).

- references to a pupil includes anyone who is receiving an education at the school
- **SAC** means the School's Attendance Champion

Responsibility statement and allocation of tasks:

- The Board of Governors has overall responsibility for all matters which are the subject of this policy.
- The Board of Governors recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

The Board of Governors receives regular attendance reports, reviews attendance trends and patterns, and provides strategic oversight and challenge in relation to attendance, safeguarding and pupil welfare.

To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors 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 termly
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 school's processes under the policy	SAC	As required, and at least annually
Review attendance data, challenge attendance trends and monitor the effectiveness of attendance strategies	Governors	Termly
Formal annual review	Governors	Annually

The importance of good attendance:

The school recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture.

In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside 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 from education can act as a vital warning sign to a range of safeguarding issues, including neglect, abuse, child sexual exploitation and child criminal exploitation.
- unexplained, persistent, repeated or severe absence may indicate safeguarding concerns including neglect, abuse, child sexual exploitation, child criminal exploitation, mental health difficulties, family harm, modern slavery, county lines activity or other vulnerabilities and will therefore be considered through a safeguarding lens.

School responsibilities:

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.
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. 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 SAC:
The Board of Govenors has appointed a senior member of staff of the school's leadership team as SAC to have overall responsibility for championing and improving attendance in school.

The SAC’s responsibilities are:
- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data;
- to communicate clear messages on the importance of attendance to pupils and parents;
- to provide termly attendance reports to the Board of Governors;
- to monitor attendance trends among vulnerable groups;
- to evaluate the impact of attendance interventions and support strategies;

- to ensure attendance is considered within wider safeguarding and pupil welfare arrangements

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:

- have a formal routine for registers being taken accurately each morning and afternoon;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil/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 SAC of any specific concerns;
- refer attendance concerns to the Designated Safeguarding Lead where absence presents, or may present, a safeguarding concern.
- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

Attendance concerns and safeguarding concerns are often interconnected. The school will ensure that attendance information is routinely considered within safeguarding processes and that the Designated Safeguarding Lead is informed where there are concerns regarding a pupil's welfare, vulnerability or unexplained absence.

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 will be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the school's arrangements can be found in **Appendices 1-4**.

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.
The school recognises that a pupil is considered persistently absent where attendance falls below 90% and severely absent where attendance falls below 50%. Pupils who are severely absent will be prioritised for intensive support and multi-agency intervention where appropriate. Pupils whose attendance falls within either category will receive enhanced monitoring, support and intervention. Attendance concerns will be reviewed regularly and proportionate action taken to identify and address barriers to attendance.

Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis of 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 its work.

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 reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the school site without permission or otherwise in accordance with school expectations;
- 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:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and

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

Additional needs:

The school recognises some pupils may find it harder than others to attend school and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
Particular attention will be given to pupils who have a social worker, have previously had a social worker, are looked after, previously looked after, living in kinship care arrangements, are young carers, or have other identified vulnerabilities which may impact upon attendance.

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.

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.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
The school recognises that attendance barriers may arise from a pupil's special educational needs, disability, physical health needs or mental health needs. Any support put in place will be developed collaboratively with pupils, parents and relevant professionals, and reviewed regularly to ensure it remains effective.

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 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:

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.

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 Appendix 1 of this policy.

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.

EYFS and attendance monitoring:

It is not compulsory for nursery and kindergarten children to attend school full time. However, it is an expectation that they will attend school on their specified days. Some children will only attend school for morning sessions and will be collected by parents and guardians at 12:00 and must be signed out with a member of the nursery or kindergarten team. Where patterns of irregular attendance or unexplained absence emerge for EYFS children, these will be considered in line with the School's safeguarding procedures and may result in discussions with parents and, where appropriate, referrals for additional support.

Information sharing:

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

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

Where appropriate the schools will attend regular targeting support meetings.

The school is legally required to share information from the registers with the local authority.

As a minimum this includes:

- new pupil and deletion returns;
- attendance returns;
- sickness returns;

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

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.
Where a pupil's absence gives rise to concerns that they may be missing education, the school will act in accordance with its Children Missing Education procedures, safeguarding arrangements and statutory reporting responsibilities.

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.

Appendix 1: School arrangements

Managing attendance

The school monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the school for the relevant time period as stated by law.

The school expects all pupils to be present at school for the whole of the school day, formal registration is carried out twice daily. **Morning registration is carried out at the start of the day by the class teacher / tutor at 8.15am - 8:40am; morning registration closes at 8:45am. Afternoon registration will be carried out at 1:10pm – 1:40pm, this is carried out by the class teacher in Boardman and lunch duty staff in Manor House.**

The role of parents / carers:

The school expects all parents to:

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

To report a child's absence, parents should either call school on 01280 700071 or email school on secretary@beachborough.com copying in their child's form tutor.

Registration and attendance checks

Morning registration is at 8.15 - 8:45am and afternoon registration is at 1:10pm - 1:40pm. The school uses iSAMS (school management information system) registration manager module to take registers electronically.

Sign out time:

- Sign out in the Boardman is from 3.30pm for Nursery – PP2 – this is completed manually by Boardman staff.
- Sign out in the Boardman is from 4.30pm for Forms III & IV – this is completed manually by Boardman staff.
- Sign out in the Manor House is from 5.00pm for Forms V – VIII – this is completed manually by Manor House staff

Reporting absence:

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school office as soon as possible on the first day of absence by telephone/email by 9.30am at the very latest and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

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

Managing absence:

Incomplete registers:

- If a register is incomplete, reception / office staff will contact the teacher responsible and request they update it. **AM registers must be completed by 8:45am and PM registers by 1.40pm.**

Absent pupils:

- Both Boardman and Manor House registers are taken in the morning and afternoon. Any missing marks will be followed up by Reception / Office staff, either by emailing / speaking to the form teacher and / or calling parents if the absence has not been reported to staff. **All AM absences should be followed up and completed by 10am (where possible).**

Out of school list:

- The Out of School list from iSAMS is sent to Senior Leaders and the Medical Team. In the Manor House, a list of children not in school for that day is sent each morning via TEAMS to all (Manor Houses) teaching staff. If a child in the Boardman is not in school, the teacher is aware, either by the parent telling them or Reception / Office staff letting them know.

Fire drill registers:

- Fire Drill registers are checked / updated routinely before the start of each term. Registers will be updated throughout the year, as and when is required.

Arrangements for reporting subsequent absence:

Absence will be recorded on the Attendance Register as set out in Appendix 3.

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:

Apart from illness, no pupil should be away from school without prior permission from the Head.

Leave of absence during term time will not ordinarily be granted and will only be authorised by the Head in exceptional circumstances. Each request will be considered individually, taking account of the specific facts and circumstances presented.

Documentary evidence of leave and return dates may be required to process the request. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account (this is not an exhaustive list):

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time requests
- When the request was made

All requests for leave of absence will receive a written response. Where a request has been granted, the letter should state:

- The expected date of return
- That parents must contact school should any delays occur

If permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**.

Dental or medical appointments should be made during school holidays 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 permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

Religious Observance:

Beachborough acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and that this necessitates consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

Suspension and Exclusion (no alternative provision made): from attending school are counted as an authorised absence. The pupil's Year Group Coordinator will make arrangements for work to be sent home.

Reporting duties:

The School has statutory reporting obligations where a pupil fails to attend regularly and/or where absence is unauthorised. The School will make all required notifications to the local authority in accordance with statutory guidance and attendance regulations.

In the event that a pupil holding a student or Child Student visa sponsored by the School under the Points Based System goes missing, the school will report to UKVI if the pupil misses ten consecutive expected contact points.

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 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.

Support Systems:

Beachborough recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

Beachborough also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, and those with physical or mental health needs.

Attendance Support Pathway:

Where attendance becomes a concern, the School will adopt a graduated response which may include:

- Attendance concern identified through monitoring.
- Discussion with the pupil and parents.
- Enhanced attendance monitoring period.
- Attendance Support Plan agreed with the family.
- Involvement of the DSL, SENDCo, pastoral team or medical team as appropriate.
- Early Help assessment or referral where appropriate.
- Consultation with the local authority and other agencies where necessary.
- Ongoing review and multi-agency support where attendance concerns persist.

The School's approach is support-first and aims to identify and address barriers to attendance at the earliest possible stage.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Home visits (if appropriate)
- Referrals to support agencies
- Learning mentors
- Friendship groups
- Bespoke timetables
- Additional learning support
- Behaviour support

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Appendix 2: Admission register

Admission register

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

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

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

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

The admissions register contains specific personal details of every pupil in the school, including:

- the pupil's legal names and the name normally used in school;
- the addresses of the child; and
- the pupils start date.

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

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

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

Appendix 3: Attendance register

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. **Appendix 4.**

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 cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

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

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

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

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

- attending educational provision arranged by a local authority;
- for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending a place for any other approved educational activity.

Recording absence:

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

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

The school will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

Unauthorised absence:

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate.
Examples include:

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

Appendix 4: Absence codes

Taken from The School Attendance (Pupil Registration) (England) Regulations 2024 – Regulation 10

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances

Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for noncompulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

Key

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

This policy applies across the whole school including Boarding and EYFS and will be reviewed and updated regularly. ***Linked Policies and read in conjunction with:*** *Behaviour, Anti-bullying, Missing Child, Supervision of Children, Safeguarding and Child Protection and Boarding.*