Attendance Policy

Emanuel School

Attendance Policy

"If children are to get the full benefits of school, including the aspects that they value the most, such as face to face learning with teachers, any additional support they need, time with their friends and access to their favourite extra-curricular activities, then they need to attend school regularly."[1]

Dame Rachel de Souza, Children's Commissioner

1. Aims

Emanuel School aspires to high standards of attendance and has an expectation that all pupils strive for a culture of 100% attendance and 100% punctuality. The school recognises that the foundation of good attendance is that the school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Attainment, wellbeing and wider life chances are strongly linked to high levels of school attendance. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. The school recognises that children missing education can also act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

This policy aims:

- to develop and maintain a whole school culture that promotes the benefits of good attendance and punctuality.
- 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 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.
- to help to promote a whole school culture of safety, equality and protection.

2. Regulatory Framework

The legal framework governing school attendance is summarised in 'Working Together to Improve School Attendance (August 2024)', published by the Department for Education (DfE) and The School Attendance (Pupil Registration) (England) Regulations 2024. This policy has also been prepared to meet the school's responsibilities under Education (Independent School Standards) Regulations 2014, Education and Skills Act 2008, Equality Act 2010, Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

3. Publication and Availability

This policy is published on the school website and can be made available in large print or another accessible format if required.

Parents will be provided with any initial information when their child joins the school and are reminded of it at the beginning of each school year and when it is updated.

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[1] Foreword taken from the Children's Commissioner's 'Guide for Attendance Officers (September 2022).

4. Responsibilities for School Attendance

4.1 Responsibilities of the School

Emanuel School:

- acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils including their safeguarding and welfare and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.
- will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently and clearly communicating those expectations to pupils and parents.
- will work effectively and respectfully with pupils, their families and, where appropriate, the local authority and other local partners to address challenges to attendance.
- 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 and ensure intervention is regularly reviewed.
- 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.
- will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Please refer to Appendix 3 (Attendance Register) and Appendix 2 (Admission Register) for the school's arrangements.
- will be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.

4.2 Staff Responsibilities

4.2.1 Senior Attendance Champion (SAC)

The school's SAC is the school's designated safeguarding lead/deputy head: pupils.

The SAC's responsibilities include:

- setting a clear vision for improving school attendance,
- establishing and maintaining effective systems for tackling absence and making sure the systems are followed by all staff,
- regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes,
- having oversight of and regularly analysing attendance data to identify pupils or cohorts that require support with their attendance and put effective strategies in place. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- communicating clear messages on the importance of attendance to pupils and parents,
- follow up with teachers and/or tutors who occasionally fail to complete registers.
- consider requests for leave of absence or holiday absence in exceptional circumstances.
- monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy,
- make sure staff receive professional development and support to deploy attendance systems effectively,
- provide governors with an accurate view of school attendance,
- engage governors in escalation procedures where appropriate,

- establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness.

4.2.2   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 are expected to:

- have a formal routine for registers being taken accurately each morning and afternoon.
- 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 the 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 SAC of any specific concern.
- 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 Policy*.
- discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

4.2.3 Form Tutors/Teaching Staff

Form tutors/teaching staff are expected to:

- rehearse and reinforce attendance and punctuality expectations continually.
- emphasise the importance of attendance and its impact on attainment.
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom,
- promote rewards and celebrate progress but continue to outline sanctions.
- apply rewards and sanctions consistently.

The form tutors of pupils have primary responsibility for registering their tutees in the morning and afternoon and following up absenteeism and lateness and keeping a record of all correspondence relating to absences and applications for an authorised leave of absence.

Please find additional/detailed form tutor responsibilities in Appendix 1.

4.2.4   All Staff

- must understand the importance of good attendance and be consistent in their communication with pupils and parents.
- must attend training and professional development on attendance as requested by the school.
- understand the school's strategies and procedures for tracking, following up and improving attendance.

4.3 Responsibilities of Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and any special education needs they may have. This is also a requirement under the school's *Terms and Conditions* 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.

Parents are expected to:

- ensure their child attends every day 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.

- notify the school of an unexpected absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this (e.g. sickness). Where the pupil is ill, the school should be notified of the nature of the illness.

  Parents can send an email to absences@emanuel.org.uk and the child's form tutor by 9am explaining the reason for absence or call the school. Reception is staffed from 7.30am, and an answering machine facility is available before this time if parents wish to leave a message.

  Daily reporting of absence is required until the pupil returns to school. If the outlined procedure is not followed, the school will contact parents to find out why their child is absent to ensure safeguarding.

  Where the school has genuine or reasonable doubt about the authenticity of the illness, medical evidence may be requested to support the absence.

- arrange any routine medical or dental appointments out of school time where possible.
- to make any application for an authorised leave of absence at the earliest opportunity and only in exceptional circumstances.

Applications for an 'Authorised Leave of Absence' (Exeat)

Authorised absence means that the school has received notification from the parent and either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as justification for absence.

Apart from illness, no pupil should be away from school without prior permission. Applications for authorised leaves of absence during the school day will only be granted in specific circumstances and will only be permitted if done by emailing the form tutor and absences@emanuel.org.uk, who can issue an 'exeat' after consultation with the head of year. The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short.'

Where the request for absence is exceptional, such a request will also be shared with the head of section and/or deputy head: pupils/designated safeguarding lead. The deputy head: pupils/designated safeguarding lead will make the final decision on whether any absence is authorised.

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.

Parents wishing to take their son/daughter out of school for exceptional circumstances such as attending a funeral of a close relative or religious observance, elective surgery, involvement in professional music or drama performances or involvement in a regional or national sports competition, must seek authorisation from the school.

Where there is a planned absence for an important medical appointment or a university visit, parents should provide the reason for non-attendance well in advance – normally at least 48 hours beforehand.

Pupils cannot be excused from school for family holidays under any circumstances as school term dates are published at least a year in advance.

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

- inform the school of the name and contact details of a temporary guardian when they are away from home overnight during term time. This information should be emailed to the form tutor and copied to both absences@emanuel.org.uk and the relevant head of year.

Where parents need support to prevent their child from truanting or habitually arriving late, the school will meet with the parents and give advice. The school expects parents will comply with what is agreed to make the best use of this support.

4.4 Responsibilities of Pupils

Pupils should be aware that:

- they are expected to be present in-person for the duration of the school day when they are fit and well.
- they are expected to arrive at school in time for registration (morning and afternoon) each day during term time and attend all timetabled lessons.

> *Registration commences at 8.25am promptly each morning with school day finishing at 3.50pm every day. Pupils must remain on school premises from morning registration to the end of the last afternoon lesson unless they have an authorised leave of absence ('exeat').*
> *Pupils in certain year groups may be granted study leave during periods of public and internal / mock examinations.*

- if, for any reason, they need to leave a lesson or the school site during the school day, they should first seek and receive an exeat from the relevant head of year. Exeats from the head of year are normally granted if a request has been made by a parent, ideally at least 48 hours in advance of the absence. No pupil may leave a lesson or the school site unless an exeat has been granted.
- any unexplained absence will be followed up.
- failure to attend school regularly or punctually or failing to attend registration without good reason or leaving the school without an exeat constitute breaches of the school's *Behaviour Policy* and may lead to disciplinary action being taken.
- persistent lateness or non-attendance will result in action being taken by the school which may take the form of:
  - o offers of support to seek to identify and address any barriers to attendance,
  - o communication with parents,
  - o sanctions against them or their parents in line with the school's *Behaviour Policy*,
  - o reporting to other agencies such as children's social care as appropriate.
- they are expected to play if selected to represent the school in inter-school fixtures that take place on the weekend and during weekday evenings. Requests to miss a fixture/event must be made two weeks prior to the fixture/event taking place to the director of sport. Pupils who absent themselves from fixtures or other school events at which attendance is required will be regarded as having truanted and are likely to incur the same disciplinary sanction as they would for deliberately not attending assembly or a lesson.

If a pupil has 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 the form tutor in the first instance. Pupils are entitled to expect this information to be managed sensitively.

5   Analysing Attendance and Absence Data

As poor attendance is habitual, prevention and early intervention is crucial. The school will undertake regular data analysis to identify and provide additional support to pupils and pupil cohorts that need it

and look at historic and emerging patterns across the school and develop strategies to address them. To achieve this, the school will:

- monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. Weekly totals of pupils whose attendance fall below 95% are emailed to staff with pastoral responsibility so emerging concerns can be followed up and, where necessary, discussed with parents.
- use the analysis to provide regular attendance reports to form tutors to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead).
- conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- benchmark attendance data (at whole school, year group and cohort level) against local, regional and national levels to identify areas of focus for improvement.
- devise specific strategies to address areas of poor attendance identified through data.
- monitor the impact of school-wide attendance efforts, including any specific strategies implemented.
- provide data and reports to governors to support their work.

As required, the school may also look into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons.

6   Working Together to Improve Attendance

6.1 Recognising Additional Needs

The school:

- recognises that 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.
- 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.
- 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).
- will consider suitable strategies for pupils with any social, emotional or mental health issue that is affecting their attendance.
- will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help, where barriers are outside of the school's control.
- 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.

6.1 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 law allows local authority officers access to the attendance and admission registers to carry out their functions under the Education Acts to support joint working between schools and the local authority. 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.

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

6.2 Working Collaboratively with the Local Authority and Other Local Partners

Emanuel School works effectively with the local authority and other local partners to help remove the barriers to attendance that families experience. Where it is of the benefit to the pupil, the school will share data on individual cases (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

The school also attends regular Targeting Support Meetings with the local authority.

The school understands its obligations with regard to *Children Missing in Education*. Where there is a safeguarding concern, the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission, or if, for any pupil, unauthorised absences cause concern to the Designated Safeguarding Lead (DSL). The threshold for this is normally when a pupil's attendance drops below 90% across an academic year.

The school will also inform the local authority and/or Children's Social Care (CSC), as appropriate, immediately if:

- a single absence or repeated absences raise safeguarding or child protection concerns (see the *Children Missing Education Policy* and the *Safeguarding and Child Protection Policy*).
- a pupil has ten consecutive days of unauthorised absence *(other than for reasons of sickness or leave of absence)*.
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known, when the family is moving abroad or if the child is to be home-schooled. The school is required to report these circumstances as soon as possible after the grounds for deletion are met, to the local authority in which the pupil lives and in any event before the pupil's name is deleted from the register.

Where absence persists and voluntary support is not working or not being engaged with, the school will work with the local partners together to explain the consequences clearly and ensure that support is also in place to enable families to respond.

Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced through statutory intervention or prosecution to protect the pupil's right to an education.

The school may also work with other schools in the area when absence is at risk of becoming persistent or severe.

6.2.4.1 Working with Families to Remove Barriers to Attendance

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.

7. Policy Review and Approval

As the barriers to attendance evolve quickly, the policy will be reviewed and updated as necessary but at least annually. In doing so, the school might seek views of pupils (school council) and/or parents.

Policy Owner	Deputy Head: Pupils
Date of last review	Summer 2024
Approved by	Cabinet: 4 September 2024 Pastoral Committee: 7 October 2024
Responsible Committee	Pastoral
Date of next review	Summer 2025

Table of Changes

Date	Change
November 2024 (V2)	Class/lesson registration key update in Appendix 1 under 2.3 (from 'M*' to 'N').

8. Related Documents and Policies

- Admission Policy
- Attendance and Absence Codes Guidance
- Behaviour Policy
- Children Missing Education Policy
- Learning Support and SEND Policy
- Pupil Voice Policy
- Remote Education Policy
- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy
- Terms & Conditions (Parent Contract)
- The Role of the Form Tutor

This policy has regard to the following guidance and advice:

- Children's Commissioner 'Guide for Attendance Officers (September 2022)'
- Children's Commissioner 'Guidance for Parents on School Attendance (September 2023)
- DfE Behaviour in Schools: Advice for Headteachers and School Staff (February 2024)
- DfE Children Missing Education (September 2016)
- DfE Keeping Children Safe in Education (September 2024)
- DfE Mental Health and Behaviour in Schools (November 2018)
- DfE Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools (February 2023)
- DfE Remote Education Guidance (updated February 2023)
- DfE School Behaviour and Attendance: Parental Responsibility Measures (May 2020)
- DfE Summary Table of Responsibilities for School Attendance (August 2024)
- DfE Toolkit for Schools: Communicating with Families to Support Attendance (August 2024)
- DfE Working Together to Improve School Attendance (August 2024)
- NHS 'Is my child too ill for school?' (April 2024)

Appendix 1   School Arrangements for Attendance/Absence/Punctuality

1. 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 (Admission Register) and Appendix 3 (Attendance Register) respectively. The school has robust day to day processes to track and follow up absence and poor punctuality which are rigorously applied across the school. The processes developed meet the needs of our pupils and contexts.

The school expects all pupils to be present at school for the whole of the school day, usually from registration at 8.25am to close at 3.50pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2. Registration Procedure and Attendance Checks

Morning registration is at 8.25am. The registers will remain open for 10 minutes after the start of morning registration.

Afternoon registration is at 2.35pm pm during period 9. The register remains open for 5 minutes after the start of the afternoon registration.

Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

- Tutors should aim to be in the form room between 8.20am and 8.35am in the morning for registration.
- Tutors should log onto EMA no later than 8.25am. It is expected that tutors have checked their emails in advance of registration to make sure any absences are accurately recorded and all relevant messages and notices are relayed to their tutees.
- For AM registration any pupil arriving after 8.25am should be recorded as late (code 'L').
- If a pupil arrives at school after 8.23am they will be registered as late at the security gate (code 'U').
- PM registration should be completed by the period 9 subject teacher prior to the start of the lesson. By completing the period 9 register the PM register will be completed automatically.
- For PM registration any pupil arriving after 2.35pm should be recorded as late.
- During registration tutors must complete the register on EMA using the correct national attendance and absence codes.
- Form tutors should check on the reason for absence where a pupil was present at AM registration but absent at PM registration without prior permission. Form tutors should inform the head of year, head of section and DSL of unexplained absences.
- If tutors are unable to log on to EMA, the PA to the deputy head: pupils should be emailed a list of absentees, or a paper register should be sent to the general office so that EMA can be updated.
- Pupils should remain in form rooms for the duration of registration.
- It is important for the form tutor to be punctual both to set a good example, to develop the form tutor/pupil relationship and complete the necessary administration and uniform, planner and card checks.

2.1 Attendance and Absence Codes

Tutors must identify the national attendance and absence code to be entered in the attendance register (EMA) using the school's *Attendance and Absence Code Guidance*. The full list of codes can be found in appendix 3.

2.2 Games Registration

- For afternoon games session, all pupils register with the teacher who is responsible for their games option that term.
- This information will be collated and entered into the attendance register (EMA) by the person responsible for attendance at games.
- Pupils off games must complete this process as usual and then follow the advice of that teacher about where they should spend the session.

2.3 Class Registration

For class registration, the teacher must complete the registration using the correct national attendance and absence codes at the start of the lesson.

In addition to the codes above, the following should be used where appropriate:

N	Missing from lesson
MU	Music lesson
PA	Pastoral absence
LS	Learning support
PH	Physio Absence

- In the event of a pupil missing an arranged counselling session (when registered in a previous registration), the counsellor will inform the head of year, head of section and deputy head: pupils/designated safeguarding lead.
- Where a pupil is scheduled to attend a music lesson but does not arrive *(and the pupil is registered as being present within school)*, the visiting music teacher will inform the music administrator. The music administrator will then inform head of year and head of section.
- When the lesson is a double period, the second period will be automatically registered.

2.4 Registration during Examination Periods

- During internal examinations, pupils are registered with their form tutors before their exams.
- For candidates sitting public examinations at GCSE or A-Level the national attendance and absence code for 'study leave' ('S') is used. On exam days, a paper register will be taken at the gate and candidates are also registered in their examination room.
- Pupils who arrive or leave the site after the start of school or before the end of the school day will be required to sign in or out at the gatehouse.

2.5 Recording Attendance during an Emergency

During an emergency, the school will continue to record pupil absence in the attendance register in line with the DfE guidance using the most appropriate national attendance and absence code.

2.6 Recording Attendance during Remote Education

Where a pupil is absent but is receiving remote education, the school will record this in the attendance register 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.

2.7 Exeat Procedure

▪ Form tutors issue exeats on receipt of communication from parents about a planned absence, by recording the exeat on EMA.
▪ Where the school nurse sends a pupil home, she will record the permission on EMA.
▪ When a pupil leaves school, he/she must report to the security gate where their permission will be checked on EMA before they are allowed to leave the site.
▪ If the pupil is not recorded in the system they must find their form tutor, head of year or head of section to request that permission is recorded in EMA. This will only be agreed with parental authorisation.
▪ Pupils returning from an exeat must be registered on arrival at the gate.

3   Managing Absences and Lateness

The school understands its duty to follow up any absences in the following ways:

o ascertaining the reason for absence (ill, medical appointment etc),
o identifying whether this absence is approved or not,
o ensuring that the appropriate documentation is received,
o identifying the correct code to use before entering it on the school's register,
o ensuring that the appropriate safeguarding action is taken, where required.

▪ At the start of the school day, the receptionist checks the voice messages and immediately informs the PA to the deputy head: pupils, the form tutor and head of year of any reported absences.
▪ The PA to the deputy head: pupils monitors the absences@emanuel.org.uk mailbox and has a formal routine to maintain the school's absence and lateness records.
▪ The resources officer will contact parents/carers when absence is unexplained, ensuring that an explanation has been formally given so that the PA to the deputy head: pupils can update the attendance register accordingly.
▪ The PA to the deputy head: pupils will ensure all AM registration Ns are cleared during the morning and will follow up on any Ns for PM registration. Where necessary, contact will be made with parents to confirm absence or with the relevant pastoral staff to follow up in school.
▪ Tutors should retain an overview of absence levels amongst their tutees.
   o Tutors must discuss each absence with the tutee and seek confirmation of clearance from parents or colleagues for the absence as necessary.
   o Absence must not be cleared without contact with parents or colleagues to confirm the reason.
   o Tutors should report any worrying patterns of absence to the head of year. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (e.g. many Tuesdays).
▪ Tutors must monitor lateness in their form group and report any worrying patterns to the head of year. This would include frequent late marks or regular late marks (e.g. late every Thursday). Tutors are expected to contact home when a pupil has reached three late marks in a term, and to speak to the pupil about strategies for addressing this.
▪ The head of year must:
   o investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness.
   o take appropriate action (including sanctions and contact with home) and report any ongoing concerns to the relevant head of section.
   o assist in seeking clarification with the parents and/or medical professionals where reasons for absence need further explanation.

- o refer parent requests for absence in exceptional circumstances to the deputy head: pupils/designated safeguarding lead as appropriate.
  - o follow up with tutor's absences not cleared after a week.
  - o organise 'Early Registration' sanctions and meetings with parents relating to absences and lates as required.
- The head of section must:
  - o review lates and absences with head of year on a regular basis.
  - o alert the SAC/DSL and director of safeguarding of any concerns regarding pupil absence.
  - o organise headmaster's detentions for repeated lates and unauthorised absences and organise meetings with parents relating to these issues as required.

4. Attendance Sanctions

In line with the school's *Behaviour Policy* lateness incurs the following sanctions over a half term:

3 lates	Form tutor contacts parents.
6 lates	Head of year detention, letter home from head of year and pupil is put on 'Early Registration' sanction.
9 lates	Head of Section detention plus letter home from head of section and pupil is put on 'Early Registration' sanction
12 lates	Headmaster's detention and referral to member of senior management team

- At each stage the relevant member of staff will speak to the pupil and explain the importance of punctuality; he/she may also request a meeting with parents.
- Pupils on 'Early Registration' are required to report to reception between 8.00am and 8.15am. Failure to attend by the specified time will attract further sanctions.

5. Pupil Going Missing During the School Day (Procedure)

This procedure concerns pupils going missing during the school day. A pupil may be identified as missing:

- after an absence from a lesson that is not confirmed in the register or by the general office,
- following investigation of a report of a missing child by a fellow pupil, a parent or a member of staff.

Following a concern for a missing child that has not been authorised, the responsible teacher will contact the relevant head of year, deputy head of section, head of section and the SAC (deputy head: pupils/designated safeguarding lead) to make the necessary checks to assess whether the absence is expected or recorded. Checks will include:

- contact with the pupil's teachers (including form tutor),
- the medical room and medical records for the day,
- the music administrator,
- the school counsellor,
- the pupil's peer group (where appropriate)
- all lists of trips out of school (stored on EMA),
- changes to timetable including scheduled meetings or events,
- the absence log (both phone and email), and
- list of exeats on EMA.

If the pupil is still found to be missing, the SAC (deputy head: pupils/DSL) will, as appropriate:

- initiate and oversee a search of the school buildings,

- co-ordinate a search over the school grounds.

If the site and ground search fail:

- contact the pupil's parents,
- contact the police (or any other external agencies),
- the headmaster will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate,
- the headmaster/ SAC (deputy head: pupils/DSL) will inform the police,
- following a meeting with the police, all involved parties will decide on the most suitable course of action, and
- advise all teachers due to teach or tutor the pupil later that day that they must immediately inform him if the pupil appears, and

If a pupil goes missing during an off-site activity:

- The SAC (deputy head: pupils/DSL) should be telephoned immediately.
- The deputy head: pupils/designated safeguarding lead will advise on the next steps to be taken and refer to the rest of the missing pupil policy as appropriate.

If the pupil is found:

- those directly involved in the search will be informed,
- the SAC (deputy head: pupils/DSL) will review the full matter and a record of events will be kept; and
- safeguarding concerns will be considered. Any event of a missing pupil will be considered as a possible safeguarding matter.

6. *Reporting Duties*

- The school has statutory reporting obligations if a pupil fails to regular attend school 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.[2] The UKVI guidance will be followed.

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[2] UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

Appendix 2   Admission Register

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

  o maintain an admission register (the 'school roll') of all pupils (of both compulsory and non-compulsory school age) admitted to the school, and
  o inform the local authority within 5 days of adding a pupil's name to the school's admission register at non-standard transition points.
  o inform the local authority of the deletion of a pupil's name from the school's admission register. (*This does not apply where the pupil's name is deleted at or after the end of the last term of Sixth Form, unless the local authority has requested such information.*)

- The admission register will 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 will 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 admission 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 must provide it with the following information:

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

Appendix 3   Attendance Register (incl. Attendance and Absence Codes)

▪ 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.[3]

▪ 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 School Attendance Regulations.

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

▪ The 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:

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

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

  o attending educational provision arranged by the local authority,
  o for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff,
  o attending a place for an approved educational activity that is a sporting activity,
  o attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education,
  o 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:

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

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[3] Regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory DfE guidance *Working Together to Improve School Attendance.*

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 site, to keep pace with their education. 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 meaning that the code for 'unable to attend due to 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 school,
▪ the reason for absence has not been provided,
▪ a pupil is absent from school without authorisation,
▪ a pupil has arrived in school after registration and without reasonable explanation.

National Attendance and Absence Codes

Code	Explanation
/	Present at the school – morning session (AM)
\	Present at the school – afternoon session (PM)
B	Attending a place for an approved educational activity *(which is not a sporting activity or work experience)*. NOTE: In addition to the code 'B' the nature of the approved educational activity must be recorded.
C	Leave of absence for exceptional circumstances
C1	Leave of absence – participation in regulated performance or undertaking regulated employment
C2	Leave of absence – temporary part-time timetable
D	Absent – attending another school at which the pupil is registered

E	Suspended or permanently excluded
G	Absent – unauthorised absence for the purpose of a holiday
I	Absent - Illness (not medical or dental appointment)
JI	Leave of absence – interview for employment or admission to another educational institution
K	Attending education provision arranged by the LA
L	Late - arrival before the register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment (Exeat)
N	Absent – circumstances not yet established.
O	Absent – unauthorised absence (other or unknown circumstances)
P	Attending/participating in a sporting activity (approved educational activity)
Q	Absent – unable to attend because of lack of access arrangements by LA
R	Absent - Religious observance
S	Leave of absence - Study leave for public examination
T	Absent – mobile child whose parents are travelling for occupational purposes and the pupil is travelling with them
U	Absent for registration (arrived in school after registration closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
YI	Absent – unable to attend because school is not within walking distance of the pupil's home and transport normally provided (LA/school) not being available
Y2	Absent – unable to attend due to widespread disruption to travel caused by a local, national or international emergency
Y3	Absent - unable to attend due to part of the school premises being closed
Y4	Absent – unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather)
Y5	Absent – unable to attend as pupil is in criminal justice detention
Y6	Absent – unable to attend in accordance with public heath guidance or law
Y7	Absent – unable to attend because of other unavoidable causes; NOTE: In addition to the code 'Y7' the nature of the unavoidable cause must also be recorded.
Z	Prospective pupil not on admission register/roll
#	Planned whole school closure