



POLICY TITLE	Attendance Policy
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Policy Area	Safeguarding
Author	RJH
Relevant Statutory Regulations	Education (Independent School Standards) Regulations 2014 National minimum standards for boarding schools (DfE, September 2022) Education and Skills Act 2008 Children Act 1989 Education Act 1996 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) Equality Act 2010 The Education (Pupil Registration) (England) Regulations 2006 (as amended)
Senior Team Lead	Deputy Head: Pastoral
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Key School contacts

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Reporting absence	Email: attendance@roedean.co.uk Telephone: 01273 667671

1 Aims

- 1.1 This is the attendance policy of Roedean School (the **School**).
- 1.2 The School aspires to high levels of attendance from all pupils. The School believes that in order to facilitate teaching and learning, 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. Pupils cannot achieve their full potential if they do not regularly attend school.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 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, consistent always with the needs of the School community;
 - 1.3.2 to prioritise and where possible improve attendance and punctuality across the School;
 - 1.3.3 to develop and maintain a whole school culture that promotes the benefits of good attendance and acknowledges that poor attendance is a potential safeguarding risk;
 - 1.3.4 to reduce the level of absence and be clear about the School's approach to the management of absence / non-attendance;
 - 1.3.5 to ensure poor attendance is challenged to ensure pupils are kept safe;
 - 1.3.6 to help to promote a whole school culture of safety, equality and protection.
- 1.4 The School is committed to:
 - 1.4.1 Promoting and modelling good attendance;
 - 1.4.2 Ensuring equality and fairness of treatment for all;
 - 1.4.3 Intervening early to ensure the health and safety of our pupils, and where necessary make referrals to external agencies;
 - 1.4.4 Ensuring parents follow the framework set in section 7 of the Education Act 1996 which states that "the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable (a) to age, ability and aptitude and (b) to any special education needs he/she may have either by regular attendance at school or otherwise.

2 Scope and application

- 2.1 This policy applies to the whole School.
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 *National minimum standards for boarding schools* (Department for Education (DfE), September 2022);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 Childcare Act 2006;
 - 3.1.6 Education (Pupil Registration Regulations) 2006;
 - 3.1.7 Equality Act 2010; and
 - 3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Working together to improve school attendance (DfE, September 2022);
 - 3.2.2 Improving school attendance: support for schools and local authorities (DfE, August 2022);
 - 3.2.3 Keeping children safe in education (DfE, September 2023);
 - 3.2.4 School behaviour and attendance: parental responsibility measures (DfE, May 2020);
 - 3.2.5 Children missing education (DfE, September 2016);
 - 3.2.6 Supporting pupils with medical conditions at school (DfE, August 2017);
 - 3.2.7 Behaviour in schools: advice for headteachers and school staff (DfE, September 2022);
 - 3.2.8 Remote education guidance (DfE, March 2022);
 - 3.2.9 School suspensions and permanent exclusions (DfE, September 2023); and
 - 3.2.10 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Safeguarding and child protection policy;
 - 3.3.2 Risk assessment policy for pupil welfare;
 - 3.3.3 Missing pupil policy
 - 3.3.4 Policy on special educational needs, disability and learning support
 - 3.3.5 Disability policy;
 - 3.3.6 Promoting good behaviour policy;
 - 3.3.7 School rules;
 - 3.3.8 Parent Contract.

4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.
 - 5.1.2 references to **absence** means not attending school for any reason.
 - 5.1.3 references to **authorised absence** means absence for which authorisation has been granted by the School. This includes but is not limited to:
 - (a) An absence for sickness for which the school has granted leave.
 - (b) Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
 - (c) Religious or cultural observances for which the school has granted leave.
 - (d) An absence due to a family emergency
 - 5.1.4 References to **unauthorised absence** means absence which is not authorised by the School.
 - 5.1.5 references to the **Proprietor** are references to the Council of Roedean School.
 - 5.1.6 references to a **Parent** means:
 - (a) all natural parents, whether they are married or not;
 - (b) any person who has parental responsibility for a pupil; and
 - (c) any person who has care of a pupil (i.e. lives with and looks after a pupil).
 - 5.1.7 **DSL** means the School's designated senior lead for attendance.

6 **Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor 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.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head (Pastoral)	Annually
Monitoring the implementation of the policy	DSL A	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	DSL A	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

- 7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:
- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
 - 7.1.2 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, safeguarding wellbeing, and support for disadvantaged pupils;
 - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
 - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
 - 7.1.5 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.

8 School responsibilities

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance and have high expectations for every pupil and it will consult with and communicate effectively with stakeholders about this.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The School will acknowledge good or improved attendance of individual pupils or cohorts.
- 8.5 The School will respond to delay and / or absenteeism proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the Parent Contract. It will deliver intervention in a proportionate and

targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

- 8.6 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.

9 **Staff responsibilities**

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

9.1.1 The DSLA's responsibilities are:

- (a) to formulate a clear vision for attendance improvement;
- (b) to evaluate and monitor expectations and processes;
- (c) to have oversight of and analyse attendance data; and
- (d) to communicate clear messages on the importance of attendance to pupils and parents.

- 9.2 **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.

9.2.1 they should:

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

9.3 **All staff**

- 9.4 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.
- 9.5 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School arrangements

- 10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. 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 Appendix 1-Appendix 3.

11 Monitoring attendance

- 11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. In order to achieve this it will:
- 11.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families;
 - 11.1.2 use 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);
 - 11.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
 - 11.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
 - 11.1.5 devise specific strategies to address areas of poor attendance identified through data;
 - 11.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and
 - 11.1.7 provide data and reports to the Proprietor to support its work.

12 Pupil responsibilities

- 12.1 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.
- 12.2 Pupils should be aware that:
- 12.2.1 they are expected to be present in-person for the duration of each School day;
 - 12.2.2 they are expected to punctually attend all timetabled lessons;
 - 12.2.3 they should not leave a lesson or the School site without permission;
 - 12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
 - 12.2.5 any unexplained absence will be followed up;
 - 12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - (a) offers of support to seek to identify and address any barriers to attendance;
 - (b) communication with parents;
 - (c) reporting to other agencies such as children's social care; and

- (d) sanctions against them or their parents in line with the School's behaviour policies.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they should speak to their Form Tutor or those staff identified in Appendix 1. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

- 13.1 The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and work together to put the right support in place.
- 13.2 The School will make reasonable adjustments where a pupil has a disability that affects their ability to attend School regularly. These may include considering support or reasonable adjustments for transport, routines, access to support in School and lunchtime arrangements, and / or time limited phased returns.
- 13.3 It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.
- 13.4 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 early help.

14 Young carers

- 14.1 The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.
- 14.2 The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

15 Parent / carer responsibilities

- 15.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 15.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- 15.3 The School expects Parents to:
 - 15.3.1 make any application for authorised absence at the earliest opportunity and wherever possible before the start of the School day;
 - 15.3.2 ensure that their child attends School by 8.20am for morning registration and arrange their collection or travel after the close of the School day;
 - 15.3.3 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
 - 15.3.4 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

- 15.4 Parents of both day girls and boarders will be expected to take responsibility for the attendance of their children during term-time.
- 15.5 Parents must also ensure that the School has accurate and up-to-date contact details and are responsible for updating the School if these details change. Parents are expected to provide the School with more than one emergency contact number.
- 15.6 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

16 Rewarding good attendance

- 16.1 The School acknowledges 100 percent attendance in the following ways:

- 16.1.1 Acknowledgment of 100 % attendance in assemblies;
- 16.1.2 Merit awarded.

- 16.2 Good attendance and punctuality will be rewarded in the following ways:

- 16.2.1 Acknowledgement of good attendance in assemblies;
- 16.2.2 Merit awarded.

17 Training

- 17.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
 - 17.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 17.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 17.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
 - 17.2.1 the law and requirements of schools including on the keeping of registers;
 - 17.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 17.2.3 the necessary skills to interpret and analyse attendance data; and
 - 17.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 17.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.
- 17.4 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.
- 17.5 The School maintains written records of all staff training.

18 Information sharing

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

19 Record keeping and confidentiality

- 19.1 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.
- 19.2 Attendance Register entries will be preserved for three years.
- 19.3 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.

20 Version control

Date of adoption of this policy	September 2023
Date of last review of this policy	September 2023
Date for next review of this policy	September 2024
Policy owner (SMT)	Deputy Head (Pastoral)
Policy owner (Proprietor)	Roedean Council

Appendix 1 School arrangements

1 Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in Appendices Appendix 2 and Appendix 3 respectively.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.20am to close at 4.00pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

1.3 Registration and attendance checks

1.3.1 Morning registration is at 8.20am. The registers will remain open for 20 minutes after the start of morning registration.

1.3.2 Afternoon registration will be at 2.00pm during Period 5

1.3.3 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.

1.3.4 the School uses E-Registration and Attendance Management Systems (ISAMS)

1.3.5 Boarders will also be registered in the morning, at Prep and before bed.

1.4 Promoting attendance

In accordance with the aims and objectives of this policy and the School's responsibilities to promote attendance, the School will:

1.4.1 ensure that staff, pupils and their parents are informed about the benefits of attendance and the risks associated with non-attendance;

1.4.2 track pupil attendance and investigate unexplained absences, specifically ascertaining the reason for the absence, identify whether the absence is authorised or not and ensure that appropriate action is being taken;

1.4.3 manage requests for authorised absence carefully with a view to minimising any absence from School;

1.4.4 analyse attendance data by individual and cohort in conjunction with the School's DSL and DSLA.

1.5 Reporting absence

1.5.1 if a pupil is to be absent from School for any reason, the parent / carer should contact the Attendance Officer by email by telephone as soon as possible on first morning of absence;

1.5.2 where a pupil is ill, the School should be notified of the nature of the illness.

2 Arrangements for reporting subsequent absence

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

3 Managing absence

3.1 The School will always follow up any absences in order to:

- 3.1.1 Ascertain the reason for the absence.
- 3.1.2 Ensure that proper safeguarding action is being taken.
- 3.1.3 Identify whether the absence is authorised or not.
- 3.1.4 Identify the correct code to use to enter the data onto the school census system.
- 3.2 In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Officer. All such conversations will be reported to the Deputy Head: Pastoral.
- 3.3 The school will inform the Local Authority, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.
- 3.4 If a pupil's attendance drops below 85 percent, the Attendance Officer will alert the Head of Year who will hold a parental meeting and put a support plan in place.
- 3.5 When a pupil returns to school after a long period of absence, a meeting will take place with their Head of Year to ensure they are provided with the resources or support needed for a successful reintegration.
- 4 **Applications for authorised absence**
 - 4.1 Applications for absence during the School day e.g. for medical appointments will only be permitted if made in writing to the Head or Year or Housemistress. This permission will be passed on the Attendance Officer.
 - 4.2 Apart from illness, no pupil should be away from School without prior permission from Deputy Head: Pastoral, via their Head of Year or Housemistress.
 - 4.6 Any application for permission for absence from School should be made by Parents or carers to the Head of Year or Housemistress.
 - 4.7 Only exceptional circumstances will warrant an authorised leave of absence from School. The School will consider each application for authorised absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 5 **Missing children**
 - 5.1 Pupils are not permitted to leave the school premises during the school day unless the school has received written permission for a parent/guardian.
 - 5.1.1 In the event of a pupil going missing during the school day, the School will follow its missing pupil policy.
- 6 **Term-time leave**
 - 6.1 Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
 - 6.2 Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
 - 6.3 Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
 - 6.4 Requests for leave will not normally be granted in the following circumstances:

- 6.4.1 During Year 7 when a pupil is settling into the school, unless exceptional circumstances apply, e.g. a close bereavement.
- 6.4.2 Immediately before and during assessment periods
- 6.4.3 When a pupil's attendance record shows any unauthorised absence
- 6.4.4 Where a pupil's authorised absence record is already above 10 percent for any reason
- 6.5 If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions.

7 Religious observances

- 7.1 The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 7.2 Parents must inform the school in at least 7 days advance if absences are required for days of religious observance.
- 7.3 The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

8 Appointments

- 8.1 As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- 8.2 Where this is not possible, a note and appointment card should be sent to the school.
- 8.3 If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent.
- 8.4 Pupils must attend school before and after the appointment wherever possible.

9 Exceptional circumstances

- 9.1 Exceptional circumstances include when a pupil is unable to attend because:
 - 9.1.1 The school is fully or partially closed.
 - 9.1.2 Transport provided by the school is not available and the pupil's home is not within walking distance.
 - 9.1.3 There has been widespread disruption to travel services which has prevented the pupil from attending.
 - 9.1.4 The pupil is in custody and will be detained for less than four months.
 - 9.1.5 Any other reason deemed 'exceptional' by the Headteacher.

Appendix 2 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:
 - 1.1.1 maintain an admission register of pupils admitted to the School (also known as the school roll); and
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 The 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 and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.
- 1.3 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:
 - 1.3.1 the full name of the pupil;
 - 1.3.2 the full name and address of any parent with whom the pupil lives;
 - 1.3.3 at least one telephone number of any parent with whom the pupil lives;
 - 1.3.4 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;
 - 1.3.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - 1.3.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance register

1 Attendance register

- 1.1 Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the School has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.
- 1.2 The attendance of boarding pupils and / or of non-compulsory school age will be recorded in the same way so attendance can be monitored, unexplained absences are investigated, and the School can ensure their safety and welfare.
- 1.3 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.
- 1.4 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.
- 1.5 On each occasion it will be recorded whether every pupil is:
 - 1.5.1 present;
 - 1.5.2 absent;
 - 1.5.3 attending an approved educational activity;
 - 1.5.4 unable to attend school due to an exceptional circumstance.

2 Recording absence

- 2.1 Absence will be recorded as set out in 3, 5 and 9 below using national absence codes correlating to:
 - 2.1.1 authorised absence;
 - 2.1.2 excluded (while still on the admission register);
 - 2.1.3 holiday authorised by the school;
 - 2.1.4 illness;
 - 2.1.5 medical or dental appointments;
 - 2.1.6 religious observance;
 - 2.1.7 study leave;
 - 2.1.8 Gypsy, Roma and Traveller absence.

3 Authorised absence from school

- 3.1 All applications for authorised absence from school should be made with reasonable notice and addressed to the Head.
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for authorised absence individually taking into account the specific facts and circumstances and the relevant background context behind the request.
- 3.3 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is authorised to be away from school.

- 3.4 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.

4 Remote education

- 4.1 The School is required to record all absence from in-person lessons.
- 4.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 4.3 There is no specific code for remote education and in these circumstances the attendance code used will be "authorised absence". Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

5 Unauthorised absence

- 5.1 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:
- 5.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
- 5.1.2 the reason for absence has not been provided;
- 5.1.3 a pupil is absent from school without authorisation;
- 5.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

6 National attendance codes

- 6.1 The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:
- 6.1.1 / = Present in the morning
- 6.1.2 \ = Present in the afternoon
- 6.1.3 L = Late arrival before the register has closed
- 6.1.4 C = Authorised absence
- 6.1.5 E = Excluded but no alternative provision made
- 6.1.6 H = Authorised holiday
- 6.1.7 I = Illness
- 6.1.8 M = Medical or dental appointments
- 6.1.9 R = Religious observance
- 6.1.10 B = Off-site educational activity
- 6.1.11 G = Unauthorised holiday

- 6.1.12 O = Unauthorised absence
- 6.1.13 U = Arrived after registration closed
- 6.1.14 N = Reason not yet provided
- 6.1.15 X = Not required to be in school
- 6.1.16 S = Study leave
- 6.1.17 T = Gypsy, Roma and Traveller absence
- 6.1.18 W = Work experience
- 6.1.19 V = Educational visit or trip
- 6.1.20 P = Participating in a supervised sporting activity
- 6.1.21 J = At an interview with prospective employers, or another educational establishment
- 6.1.22 D – Dual registered – at another educational establishment
- 6.1.23 Y = Exceptional circumstances
- 6.1.24 Z – Pupil not on admission register
- 6.1.25 # - Planned School closure (either full or partial)

7 Amendments to the Attendance Register

- 7.1 The attendance register is a record of the pupils present at the time it was taken, and the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.
- 7.2 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role of the person who made the amendment.