ROEDEAN

POLICY TITLE	**Attendance Policy**

Policy Area	Safeguarding
Author	Deputy Head: Pastoral
Relevant Statutory Regulations	• Education (Independent School Standards) Regulations, April 2026 • National Minimum Standards for Boarding Schools (DfE, May 2026) • Education and Skills Act 2008 • Children Act 1989 • Education Act 1996 • Data Protection Act 2018 and UK General Data Protection Regulation (UK GPDR) • Equality Act 2010 • The Education (Pupil Registration) (England) Regulations 2006 (as amended) • Working Together to Improve Attendance 2025 • Keeping Children Safe in Education 2026 • Working Together to Safeguard Children (DfE, 2026)
Senior Team Lead	Deputy Head: Pastoral
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Key School contacts

Designated Senior Lead for attendance Deputy Head (Pastoral) Senior Attendance Champion	Miss R Hart Email: RJH@roedean.co.uk Telephone: 01273 667621
Attendance Officer	Mrs T Mullery Email: attendance@roedean.co.uk Telephone: 01273 667671
Reporting absence	Email: attendance@roedean.co.uk Telephone: 01273 667671
Brighton and Hove City Council Attendance Team	Access to education team: attendance@brighton-hove.gov.uk Child missing in education team: cme@brighton-hove.gov.uk Telephone: 01273 291310

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, here at Roedean we consider regular attendance to be over 95 %.

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, April 2026;

3.1.2 National Minimum Standards for Boarding Schools (DfE, May 2026);

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, July 2026);

3.2.2 Keeping children safe in education (DfE, September 2026);

3.2.3 School behaviour and attendance: parental responsibility measures (DfE, July 2026);

3.2.4 Children missing education (DfE, September 2025);

3.2.5 Supporting pupils with medical conditions at school (DfE, August 2017);

3.2.6 Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

3.2.7 School suspensions and permanent exclusions (DfE, July 2026); and

3.2.8 SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024).

3.2.9 Working Together to Safeguard Children (DfE, 2026)

3.2.10 Careers Guidance and Access for Education and Training Providers (DfE, June 2026)

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 **DSLA** 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 the Deputy Head: Pastoral as the 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) DSLA	Annually
Monitoring the implementation of the policy	Deputy Head (Pastoral) DSLA	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	Deputy Head (Pastoral) DSLA	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

Pupils must attend school regularly and punctually to achieve their full potential, develop their skills and make the most of the opportunities at their school. There is a proven link between higher attendance levels and academic achievement; we want all our pupils to acquire the skills and knowledge needed for a successful future. To gain the maximum benefit from their education, it is vital that pupils attend every day that the school is open, unless the reason for the absence is unavoidable, or the school must close due to unforeseen circumstances.

Our staff are committed to working in partnership with parents and carers to ensure that this policy is effectively and appropriately implemented. We work with Brighton & Hove City Council to reduce overall absence and persistent absence. The purpose if this policy is to promote and maintain high levels of attendance and improve lateness.

'Improving attendance is everyone's business. 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. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.'
Working Together to Improve School Attendance, DfE, Aug 2025

We aim for 100 % attendance for every pupil. In Brighton and Hove, pupils who attend for more than 95 % of the year achieve GCSE results that are one grade higher than those with lower attendance. Alongside the academic benefits, attending school is also about being with friends, experiencing new activities and learning new skills. The routine of school can be comforting and familiar for children, providing a consistent support network.
To contextualise this aim:
- Missing 19 days in a school year means only being in school for 90 % of the time
- Being late 15 minutes, every day would mean missing two weeks of learning in a year

• The pupils with the highest attainment at the end of key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment

In line with DfE guidance (2024), improving attendance is a whole-school responsibility. Schools must proactively identify barriers to attendance and intervene early, ensuring attendance is embedded in the school's culture, curriculum, and pastoral care.

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.

8.7 From August 2024, independent schools are expected to work with local authorities to support pupils who are persistently or severely absent, and to share attendance data where appropriate.

9 Staff responsibilities

9.1 **The DSLA**: The Proprietor has appointed the Deputy Head: Pastoral as the 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 the key school contacts of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.

9.2.1 The Attendance Officer is responsible for:

(a) daily monitoring of attendance data

(b) tracking the attendance levels of all pupils

(c) assisting in the carrying out agreed actions relating to pupil attendance and lateness and communication with parents and carers

(d) seeking explanations of absences required from parents, carers and pupils and following up on unreported absences

(e) making enquiries about unexplained absences, including those within the school day, and follow up to ensure that an explanation has been formally given to the School;

(f) look out for trends or patterns in a pupil's attendance and inform the DSLA of any specific concerns;

(g) deal with lateness to lessons consistently and promptly;

(h) consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and

(i) 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.

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.

11.1.8 the School will use updated national attendance codes (e.g. C1, C2, J1, K, Q, Y1–Y7) in line with DfE guidance effective from August 2024.

11.1.9 Attendance of students in receipt of a child student visa will be monitored in accordance with current guidance relating to the school's UKVI sponsor licence.

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, for example (level 3 sanction for truanting a lesson) 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 0. 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.

13.5 Attendance support for pupils with SEND must align with the SEND Code of Practice and EHCP provisions. Schools must ensure reasonable adjustments are made and that attendance barriers are addressed holistically.

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

- 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 and attends school regularly. The School considers 95 % + attendance as acceptable or 'regular'. UKVI Child Student Visa holders must keep their attendance above 80 % .

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.

It is parents/carers responsibility to:

- ensure that their child/children arrive at school on time, fully prepared for the day, every day the school is open, unless the reason for the absence is unavoidable or the school must close due to unforeseen circumstances.

- contact the school by 8.20am whenever their child is unable to attend school, providing the reasons for absence and an expected return date. Parents are required to contact the school on each day of absence.

- support the school's attendance policy and make every effort to work in partnership with the school to ensure their child's attendance is regular and punctual.

- inform the school of any reason that may affect their child's ability to attend school regularly (e.g. medical condition).

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

- acknowledge communication from the school regarding attendance by responding to texts, letters or e-mails. Parents/Carers should attend meetings in school as required.

- provide medical evidence promptly when requested by the school.

- avoid making routine dental and medical appointments for their child during school time.

Parents of both day girls and boarders will be expected to take responsibility for the attendance of their children during term-time.

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 at least two key contacts and emergency contact numbers.

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 % attendance in the following ways:

Acknowledgment of 100 % attendance in assemblies; merit awarded.

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

Acknowledgement of good attendance in assemblies; 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 maintains written records of all staff training.

17.5 Staff with attendance responsibilities must be trained on the updated attendance codes and statutory expectations introduced in August 2024.

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	August 2026
Date of last review of this policy	August 2026
Date for next review of this policy	August 2027
Policy owner (SMT)	Deputy Head (Pastoral)
Policy owner (Proprietor)	Roedean Council

Appendix 1

School arrangements

Absence Procedures

If your child is absent from school, please:

- **Notify us on the first day of absence, by telephone on 01273 667671 or email: attendance@roedean.co.uk Please contact us before 8.20 am on the first day of absence and everyday thereafter with reasons for absence**
- **If the reason for the absence is illness, you may be asked to provide medical evidence to ensure that the absence can be authorised and classified correctly.**
- **Discuss any concerns of long-term absence through illness with our Pastoral Team, providing any medical evidence, including confirmation of any potential appointment dates and times.**

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 0 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 2.15pm during Period 6

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 breakfast between 07:00 – 08:00), at Prep (19:00) and before bed (between 21:00 – 23:00 depend on year group, along with at the following times

Weekdays	Weekends
17:00 18:45	Between 08:00 – 10:00 14:00 18:45 20:00 (21:00 Keswick House) *To note: staff will informally check in on students at 12:00 and 16:00*

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 our Attendance Officer by email or by telephone as soon as possible (ideally before 0820) on first morning of absence;

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

1.5.3 you may be asked to provide medical evidence to ensure that the absence can be authorised and classified correctly.

2 **Arrangements for reporting subsequent absence**

Absence will be recorded on the Attendance Register as set out in 0.

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 (under 95 % , as detailed on the attendance tracker), the relevant member of the pastoral team will make contact with the parent/carer. 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 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 our Attendance Officer who will liaise with Head of Year and/or Housemistress.

4.2 Apart from illness, no pupil should be away from School without prior permission from Deputy Head: Pastoral, via a request in writing to our Attendance Officer.

4.3 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.

4.4 Absence on the final day of each half term will be an authorised absence for boarders.

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, including Appendix 2 and 3 of this 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 evidence of appointment should be provided (email, appointment card etc)

If the appointment requires the pupil to leave during the school day, notification must be sent to the Attendance Officer ahead of time, and the pupil will not be permitted to sign out without this.

8.3 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 to 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:

- present;
- absent;
- attending an approved educational activity;
- unable to attend school due to an exceptional circumstance.

2 **Recording absence**

Absence will be recorded as set out in 3, 5 and 9 below using national absence codes correlating to:

- authorised absence;
- excluded (while still on the admission register);
- holiday authorised by the school;
- illness;
- medical or dental appointments;
- religious observance
- study leave;
- 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:

- 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.

5.2 Absence on the final day of each half term will be an authorised absence for boarders. However, any earlier departure or a late return, will be marked an unauthorised.

6 Attendance codes

6.1 From August 19th 2024, the following Attendance Codes will take effect.

Please note that:

Code H will no longer be used. Holidays will be recorded under Code C, if applicable.

Code J has been replaced by Code J1.

New codes of C1, C2, J1, K, Q, Y1, Y2, Y3, Y4, Y5, Y6 and Y7 have been introduced.

When using codes B, K and Y7, the nature of the education cause/unavoidable cause must be recorded in the new Nature of Absence area (still in development).

For further information, please see the Working together to improve school attendance guide (applies from 19 August 2024).

Blue - Nature of Absence needs to be recorded

Red - New or replacement codes

6.2 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:

Codes	Pupil Attendance Codes
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity *(Where schools use code B, they must also record the nature of the educational activity in the Nature of Absence area)*
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014) *(Where schools use code K, they must also record the nature of the educational activity in the Nature of Absence area)*
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause *(Where schools use code Y7, they must also record the nature of the unavoidable cause in the Nature of Absence area)*
Z	Pupil's name entered in advance of start date
#	Planned whole school closure – no session to take place

6.3 There is a requirement to record 'Nature of Absence' for certain codes (e.g. B, K, Y7)

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.

8 Children Missing in Education (CME)

Brighton and Hove CME procedure and policy for schools, further details including legal context, can be found here.

Pupil Absent and School unable to contact parents: When school identifies that a pupil is not in school and remains absent for 10 school days all efforts should be made to locate the pupil before referring to the local authority for further investigation. Where the pupil remains absent from school, the school will contact the Children Missing Education Officer. The pupil must remain on roll until at least 20 days of unauthorised absence.

Notice of withdrawal of pupil and name of new school provided: When the school is advised that a pupil is to be withdrawn it should complete a School Leaver CME Referral Form and forward it to the CME Officer.

Notice of withdrawal of pupil and name of new school not provided: When the school is advised that a pupil is to be withdrawn it should complete the School Leaver CME Referral Form and forward it to the CME Officer as soon as possible. The CME officer will contact relevant parties to try and ascertain pupil whereabouts. The pupil must remain on roll for 20 days.

Notice of withdrawal of pupil when family move abroad: When school is advised that a pupil is to be withdrawn and will be moving abroad it should complete the School Leaver CME Referral Form and forward it to the CME Officer as soon as possible. Once the pupil has completed their last day, they may be removed from the school roll.

When a pupil is withdrawn without warning: When school is advised that a pupil has been withdrawn without advance warning it should contact the Children Missing Education Officer immediately. The CME Officer and school will work together to try and locate the pupil in the first instance. The CME Officer will carry out further investigations. If there is no further contact with the family or from a new school, the pupil may be deleted from the register after 20 school days since the pupil's last attendance.

When a pupil is withdrawn to be home educated: As soon as a school is advised that a child is being withdrawn to be educated at home it should inform the Education Other than at School service (using the referral to Children Missing Education form). The notification must be received in writing from the parents. Once this notification has been received the pupil may be deleted from the school roll.

When a place has not been accepted: If the family has not accepted a school place then the pupil need not be placed on roll. The school may wish to keep the place open until the pupil has been confirmed in provision elsewhere. The CME Officer should be informed so that appropriate enquiries can be made.