KINGSTON
GRAMMAR SCHOOL
FOUNDED 1561

# ATTENDANCE POLICY

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## 1 Aims

1.1 This is the attendance policy of Kingston Grammar School (the **School**).

1.2 The School aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, safeguarding, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every student in the School is able to benefit from and make their full contribution to the life of the School;

1.3.3 to prioritise and where possible improve attendance and punctuality across the School, to reduce absence in order to prevent children becoming children missing education (CME), and set out the School's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

## 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 Education and Skills Act 2008;

3.1.3 Children Act 1989;

3.1.4 Sponsorship Duties (UKVI, May 2025);

3.1.5 The School Attendance (Pupil Registration) (England) Regulations 2024;

3.1.6 Equality Act 2010; and

3.1.7 Data Protection Act 2018, UK General Data Protection Regulation (**UK GDPR**) and the Data (Use and Access) Act 2025 (together referred to as data protection laws).

3.2 This policy has regard to the following guidance and advice:

3.2.1 Working together to improve school attendance statutory guidance (DfE, July 2026);

3.2.2 Summary table of responsibilities for school attendance (DfE, applies from 19 August 2024);

3.2.3 Toolkit for schools: communicating with families to support attendance (DfE, September 2023);

3.2.4 Communicating with parents about school attendance (DfE, June 2026);

3.2.5 Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);

3.2.6 'Is my child too ill for school?' guidance (NHS, April 2024);

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

3.2.8 Children missing education (DfE, September 2025);

3.2.9 Summary table of responsibilities for children missing education (DfE, September 2025);

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

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

3.2.12 Mental health and behaviour in schools (DfE, November 2018);

3.2.13 Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

3.2.14 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

3.2.15 Remote education guidance (DfE, updated August 2024); and

3.2.16 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 & Child Protection policy and procedures

3.3.2 Risk assessment policy for student welfare

3.3.3 Missing Child policy and procedures

3.3.4 Special Educational Needs and Disabilities (SEND) policy

3.3.5 Disability policy

3.3.6 Behaviour policy

3.3.7 Student Code of Conduct

3.3.8 Student Supervision Guidance

3.3.9 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 Reception 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 attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the Governing Body.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a student; and

(c) any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

5.1.4 References to a **student** includes anyone who is receiving an education at the School except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 References to children missing education (CME) mean children of compulsory school age who are not registered pupils at a School and are not receiving suitable education otherwise than at School.

5.1.6 **SAC** means the School's Senior attendance champion.

## 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, referred to in this policy as the SAC.

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 | SAC | As required, and at least annually |
| Monitoring the implementation of the policy | SAC | As required, and at least termly |
| 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 students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students 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 students 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, setting high expectations for every student and consistently communicating those expectations to students and parents.

8.3 The School will:

8.3.1 [communicate attendance expectations clearly at the start of each academic year;]

8.3.2 Provide information and resources to support attendance, including guidance on illness-related absence;

8.3.3 Contact parents promptly where attendance concerns arise;

8.3.4 seek to understand and address barriers to attendance before concerns become entrenched;

8.3.5 keep attendance information under regular review and share concerns with parents where appropriate.

8.4 The School will communicate with parents and carers about attendance in a supportive, respectful and non-judgmental manner. The School recognises that effective attendance is most likely to be achieved where the School and families work in partnership to identify and address barriers to attendance at an early stage.

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

8.6 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a

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

8.7 The School will seek to ensure that attendance communications:

8.7.1 Are timely, clear and accessible;

8.7.2 Explain why attendance matters for educational progress, wellbeing and safeguarding;

8.7.3 Encourage constructive dialogue with families;

8.7.4 Take account of individual circumstances and any known barriers to attendance; and

8.7.5 Focus on identifying support and solutions wherever possible.

8.8 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 students at risk of non-attendance, those at risk of becoming CME, 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

**The SAC**

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

9.1.1 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

(d) to have oversight of and analyse attendance data; and

(e) to communicate clear messages on the importance of attendance to students 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. They:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon

9.2.2 record all absences promptly and accurately using the processes specified

9.2.3 seek explanations of absences required from students on their return to School

9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with student to ensure that an explanation has been formally given to the School

9.2.5 look out for trends or patterns in a student's attendance, including by identifying early indicators of poor attendance and changes in attendance, and inform the SAC of any specific concerns

9.2.6 deal with lateness to lessons consistently and promptly

9.2.7 consider appropriate sanctions for students who arrive late to a lesson in line with the School's behaviour and discipline policies

9.2.8 discuss non-attendance and / or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

9.3.1 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it.

9.3.2 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. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-4.

## 11 Monitoring attendance

11.1 The School will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

11.1.1 monitoring and analysing attendance patterns and trends and provide support in a targeted way to students and families, including by identifying early indicators of poor attendance and changes in attendance at individual student, cohort and year group level;

11.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students and to leaders (including Heads of Section, the Head of Learning Support and Designated Safeguarding Lead);

11.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.5 devising specific strategies to address areas of poor attendance identified through data;

11.1.6 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 providing data and reports to the Proprietor to support its work.

## 12 Student responsibilities

12.1 School attendance is important to student attainment, safeguarding, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Students 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 arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

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 in line with the School's Behaviour policy.

12.2.7 If students are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor or Head of Year or those staff identified in Appendix 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

## 13 Additional needs

13.1 The School recognises some students may find it harder than others to attend School, and will work with those students 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.

13.2 The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's education, health and care plan (EHCP) is accessed.

13.4 In cases of both long term physical and mental ill-health, the School will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

13.5 Where a student's health need means they need reasonable adjustments or support because it is complex or long term, the School can seek medical evidence to better understand the needs of the student and identify the most suitable provision.

13.6 Suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.

13.7 Where barriers are outside of the School's control, the School will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.8 The School will make a sickness return to the local authority if a student 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 student will have to miss 15 consecutive school days or more for illness or the student'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.

## 14 Parent / carer responsibilities

14.1 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.

14.2 This means students 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.

14.3 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.

14.4 The School is committed to working collaboratively with parents where attendance concerns arise. Parents are encouraged to discuss any barriers to attendance with the School at the earliest opportunity so that appropriate support can be considered.

14.5 Expectations the School places on parents can be found in Appendix 1 of this policy.

14.6 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.

## 15 Training

15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff 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:

15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.

15.2 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:

15.2.1 the law and requirements of schools including on the keeping of registers;

15.2.2 the process for working with other partners to provide more intensive support to students who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

15.3 The School maintains written records of all staff training.

## 16 Information sharing

16.1 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.

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

16.3 Where enquiries following the absence of a student lead the School to reasonably believe that the child will not return, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority CME team without delay.

16.4 Where appropriate the School will attend regular targeting support meetings.

16.5 The School is legally required to share information from the registers with the local authority. As a minimum this includes:

16.5.1 New student and deletion returns;

16.5.2 Attendance returns;

16.5.3 Sickness returns.

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

16.7 The School must provide specific student information on request to the Secretary of State.

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

## 17 Record keeping and confidentiality

17.1 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.

17.2 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.

## 18 Version control

| | |
|---|---|
| Date of adoption of this policy | Pending formal adoption by Governing Body |
| Date of last review of this policy | September 2026 |
| Date for next review of this policy | September 2027 |
| Policy owner (Executive) | Senior Attendance Champion |
| Policy owner (Proprietor) | Mr Jatinder Harchowal, Chair of Governors |

## Appendix 1 School arrangements

### 1 Managing attendance

1.1 The School monitors, records and shares data about student attendance as part of its duty to safeguard and protect students, promote attendance and prevent children becoming CME. It accurately completes admission and attendance registers as required by law and set out in Appendix 3 and Appendix 4 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

1.2 The School expects all students to be present at School for the whole of the School day usually from registration at 8.35am to close at 3.45pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips. Sixth Form students may be permitted to leave the school site during the school day in accordance with School rules. See also Appendix 4, paragraph 4 below in relation to authorised study leave.

### 2 The role of parents / carers

2.1 The School expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 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;

2.1.3 notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education; and

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

2.2 Parents should ensure their child attends School by 8.35 am or morning registration.

### 3 Registration and attendance checks

3.1 Morning registration is at 8.35am. The registers will remain open until 8.40 am.

3.2 Afternoon registration will be at 2pm at the start of Period 5.

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.

3.4 The School uses E-Registration and Attendance Management Systems

## 4 Reporting absence

4.1 If a student is to be absent from School for any reason, the parent / carer should inform the School by no later than 9am on the first morning of absence.

4.2 The preferred method of reporting a student absence is via the form on My School Portal although the parent/carer may email absence@kgs.org.uk.

4.3 Where illness is cited as a reason for absence, the School may refer parents to current NHS guidance on whether a child is well enough to attend school.

4.4 Where a student is ill, the School should be notified of the nature of the illness.

4.5 The School will contact parents/carers if a student fails to arrive at school without an explanation.

## 5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 4.

## 6 Lateness

6.1 Students who arrive late at School must sign in as follows, stating the time of their arrival and reason for lateness:

6.1.1 Students in Years 1 – 3: at the main School Reception

6.1.2 Students in Years 4 and 5: in the Upper School Learning Centre

6.1.3 Students in the Sixth Form: in the Sixth Form Centre or main School Reception.

6.2 Parents/carers are advised by email if students are late to school.

## 7 Managing absence

7.1 Attendance statistics will be checked regularly by Heads of Section and Heads of Year and, while the particular circumstances of individual students and families will always be taken into account, parents/carers may expect the following actions for persistent absence:

**Stage 1:** Students with attendance below 90% for the academic year:

- Contact by email or telephone from the Form Tutor to advise that the student's attendance is becoming a cause for concern. Discussion of student's circumstances and an agreement to improve attendance. Details of the correspondence are documented and filed.

**Stage 2**: Students with attendance below 85% for the academic year:

- In person or online meeting with parents/carers and Head of Year. Students may be invited to this meeting if deemed appropriate. Discussion of student's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets will be put in place. Additional support and/or sanctions applied as necessary. The plan will be filed and shared with parents / carers.

**Stage 3:** Students with attendance below 80% for the academic year:

- In person or online meeting with parents/carers and the Head of Year and Head of Section. Students may be invited to this meeting if deemed appropriate. Discussion of Student's circumstances, including possible consideration of amendments to the student's academic and co-curricular programme at KGS. Agreement of a high-priority attendance improvement plan. Monitoring and attendance targets will be put in place. Additional support and/or sanctions applied as necessary. The plan will be filed and shared with parents / carers.

**Stage 4:** Students with attendance below 75% for the academic year:

- Formal review with the Head and/or Head of Section. This may include consideration of repeating the academic year and a review of the student's place in the school, in accordance with the school's Terms and Conditions. The School will also advise the relevant Local Authority.

7.2 Where a student has been through Stages 1 to 3 and then improved their attendance only for it to decline again, it is at the discretion of senior staff to decide which stage of the process the student should be placed upon, involving student and parents/carers accordingly. Outside agencies may be contacted at any stage in order to support the student.

7.3 Form Tutors and Head of Year teams regularly review attendance data and those students with high or greatly improved attendance rates will be rewarded. This may be by a note home, verbal praise or monthly form prizes.

7.4 If a student is absent without notification or for a prolonged period of time, the School may contact emergency contacts if the parents and/or carers are not

contactable. The School's Safeguarding and/or Missing Child Procedures may also be implemented.

## 8 Managing lateness

8.1 Lateness data is monitored regularly by the relevant Form Tutor and Assistant Head of Year. Where students are late to school more than once a week, if there is a regular pattern to the lateness, or if lateness is queried by parents this will be flagged to the Head of Year. If deemed necessary, the issue will be escalated to the Head of Section and if needed to the DSL team.

8.2 An attendance plan will be formalised if deemed necessary to support students and families improve time keeping to school.

8.3 If lateness does not improve in the short term (e.g. over two weeks), the Head of Year will agree a relevant course of action. This could include:

- Requirement for student to attend daily registration at 8.00am for an agreed period of time.
- Sanction for disregard of school rules.
- Removal of privileges – e.g. free time, access to Kingston (Sixth Form only).

8.4 With no improvement in the situation, the matter will be referred to the relevant Head of Section who will discuss the matter with the parents/carers. This will lead to continued dialogue with the parents/carers, weekly report to the Head and possible discussion of future place at the school.

## 9 Authorised absences

9.1 Authorised absence means that the School has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

## 10 Applications for an authorised leave of absence

10.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing and should be addressed to the student's Head of Year in the first instance.

10.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the

student's past attendance record and the relevant background context behind the request.

10.3 Apart from illness, no student should be away from School without prior permission.

10.4 Dental or medical appointments should be made during School holidays except in cases of emergency when the student's Head of Year should be informed.

10.5 If a leave of absence is granted, it is for the Head or their nominee to determine the length of the time the student is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 4 for more details.

10.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents belong. Parents are expected to make a request for this type of leave of absence in advance.

## 11 Reporting duties

11.1 The School is legally required to share information from their registers with the local authority. As a minimum, this includes:

11.1.1 **New Student and Deletion returns:** notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times.

11.1.2 **Attendance returns:** providing the local authority with the names and addresses of all students of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O and/or U).

11.1.3 **Sickness returns**: providing the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

11.2 In the event that a student 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 student misses ten consecutive expected contact points.

11.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.

11.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

11.5 Action will also be taken in accordance with the Missing Child policy and Safeguarding & Child Protection policy if any absence of a student from the School gives rise to a concern about their welfare. This includes referring any concerns about a student to local children's social care services and instigating a police welfare check where necessary.

## Appendix 2 - National attendance and absence codes

1 On each occasion the register is taken the appropriate national attendance and absence code must be entered for every student whose name is listed in the admission register at the time.

2 Attending the school

| Code | Definition |
|---|---|
| / \ | Present at the school / = morning session / afternoon session |
| L | Late arrival before the register is closed |

3 Attending a place other than school

| Code | Definition |
|---|---|
| K | Attending education provision arranged by the local authority |
| V | Attending an educational visit or trip |
| P | Participating in a sporting activity |
| W | Attending work experience |
| B | Attending any other approved educational activity |

4 Absent - leave of absence

| Code | Definition |
|---|---|
| C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |
| M | Leave of absence for the purpose of attending a medical or dental appointment |
| J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| S | Leave of absence for the purpose of studying for a public examination |
| X | Non-compulsory school age pupil not required to attend school |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| D | Dual registered at another school |
| C | Leave of absence for exceptional circumstance |

5 Absent - other authorised reasons

| Code | Definition |
|---|---|
| T | Parent travelling for occupational purposes |
| R | Religious observance |
| I | Illness (not medical or dental appointment) |
| E | Suspended or permanently excluded |

6 Absent - unable to attend school because of unavoidable cause

| Code | Definition |
|---|---|
| Q | Unable to attend the school because of a lack of access arrangements |
| Y1 | Unable to attend due to transport normally provided not being available |
| Y2 | Unable to attend due to widespread disruption to travel |
| Y3 | Unable to attend due to part of the school premises being closed |
| Y4 | Unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather) |
| Y5 | Unable to attend as pupil is in criminal justice detention |
| Y6 | Unable to attend in accordance with public health guidance or law |
| Y7 | Unable to attend because of any other unavoidable cause |

7 Absent - unauthorised absence

| Code | Definition |
|---|---|
| G | Holiday not granted by the school |
| N | Reason for absence not yet established |
| O | Absent in other or unknown circumstances |
| U | Arrived in school after registration closed |

8 Administrative codes

| Code | Definition |
|---|---|
| Z | Prospective pupil not on admission register |
| # | Planned whole school closure |

## Appendix 3 Admission register

### 1 Admission register

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

1.1.1 maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

1.1.2 inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points.

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

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

1.4 The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding parents and carers and details of the school they last attended

1.5 A student'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 student's name must be deleted.

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

1.6.1 the full name of the student;

1.6.2 the address of the student;

1.6.3 the full name and address of any parent the student normally lives with;

1.6.4 at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;

1.6.5 the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;

1.6.6 name of the student's other or future school and student's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.

## Appendix 4 Attendance register

### 1. Attendance register

1.1 The School records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024

1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 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.

1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and parents to resolve any issues before they become entrenched and in order to prevent children becoming CME.

1.5 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. The School must also have regard to the expectation in statutory guidance that the attendance register is taken at the same time for all registered students.

1.6 On each occasion it will be recorded whether every student is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the School; or

1.6.4 absent.

1.7 The circumstances in which a student may be recorded as attending a place, other than the School, can include:

1.7.1 Attending educational provision arranged by a local authority;

1.7.2 For an educational visit or trip arranged by or on behalf of the School and supervised by a member of school staff;

1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the School as part of the student's education;

1.7.5 Attending a place for any other approved educational activity.

## 2 Recording absence

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

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

## 3 Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide tasks and assignments that can be completed and submitted electronically and independently to those students who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 If a student is absent from school through illness, the priority is to ensure that they are able to make a speedy recovery and return to school. In most cases, students who are not well enough to attend school will find it difficult to complete any learning tasks at home, and so we will not send assignments home in the first few days of absence. The majority of students will be able to return to school after 2 or 3 days, and their teachers will help them to prioritise the missed learning that they need to review.

3.4 If a student is absent for a more extended period of time, and if their recovery is a little slower, we will provide suitable and manageable tasks electronically

(via Teams and/or OneNote assignments). Students will not be able to join 'live' lessons via Teams video. Delivering live online lessons via Teams requires specific advance planning, and teachers are not able to deliver high quality lessons to those in the classroom while simultaneously catering for students dialing in remotely. Online lessons will only be provided during periods of enforced school closure.

3.5 The only exception to the above is when a student has experienced short-term mobility issues as the result of an accident or surgery. In this case, where students are feeling well enough to learn but are prohibited from attending school, we will provide assignments from the outset or as requested. Where a student's absence is likely to be over a prolonged period, we will also look to arrange some meetings over teams with subject teachers in order to maintain a more personal level of contact

3.6 In the limited circumstances when the School decides to use remote education (as described above) for individual students when they are absent, the following will be considered:

3.6.1 ensuring mutual agreement of remote education by the School, parents or carers, potentially students, and if appropriate a relevant medical professional. If the student has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.6.2 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 student back to school at the earliest opportunity;

3.6.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the student returns to in person education with the required support in place to meet their needs.

3.7 Students 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 student'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 student's reintegration to school.

3.8 The School will utilise a digital education platform that will be kept up-to-date and keep students safe. Staff will remain trained and confident in its use.

## 4 Study Leave

4.1 Students in the Fifth, Lower Sixth and Upper Sixth year groups will be granted study leave during both internal and public examination periods. Study leave periods will be set by the School taking into account any Joint Council for Qualifications (JCQ) requirements and will be notified to parents in advance. During agreed periods of study leave, all students will be marked with the relevant attendance codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and DfE guidance Working together to improve school attendance.

## 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 School ;

5.1.2 the reason for absence has not been provided;

5.1.3 a student is absent from school without authorisation;

5.1.4 a student has arrived in school after registration has closed and without reasonable explanation.