

Attendance Policy



GLEBE HOUSE
SCHOOL & NURSERY
HUNSTANTON

This policy was updated in September 2025.
Review is due for the beginning of September 2026.
All changes from previous documents and sections have been highlighted yellow.

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Attendance Policy

This policy initiated - May 2021
Policy written by - DSL (Felicity Hancock) and Head (Adrian Stewart)
Policy to be updated on an annual basis.

This policy is currently under review.

Change Log – for 2025/2026

- The Nursery Attendance Procedures have been incorporated into this document.

Nursery

At Glebe House School and Nursery we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer.

Establishing regular routines for young children support the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work with parents to work together to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, we will:

- Share our attendance expectations with parents prior to admission, including
- conveying clearly to parents that regular attendance and punctuality
 - Is expected
 - Is in the child's best interest, and
 - That unexplained absence will be investigated
- Keep records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance by quickly responding to children's absence while also recognising and celebrating, 'good' and 'improving' attendance
- Target attendance where there has been an issue and aim to set in place strategies and techniques to support improvement.

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

Monitoring attendance

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All managers and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an indicator of other concerns. All managers and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

Procedures to record, monitor and follow up non-attendance

Registration will be completed each session to record attendance or non-attendance.

Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be
- recorded on the register
- If a child is absent without an explanation a telephone call (to priority and secondary numbers, e.g. home and work) will be made to the main carer to establish the
- reason for the absence
- If no contact is made, then we will follow this process:
 - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
 - Contact the first emergency contact number
 - Contact the second emergency contact number.
- If contact cannot be made by telephone call, a home visit may be carried out and a
- contact letter will be posted through your door if there is no response
- If there continues to be no contact and there is cause for concern, the health visiting
- service and/or the Children and Family service will be contacted to ascertain if family
- support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check.

Leaving the nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend. If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information.

Prep School

Statement

- Glebe House School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.
- Glebe House School has an important role in building the resilience of children to extremism and radicalisation by actively promoting their spiritual, moral, social, and cultural development, including promoting fundamental British values appropriate to their age.
- The school is inclusive and does not discriminate based on race, religion, disability, sexuality, or national or ethnic origin per The Equalities Act 2010.
- When adhering to this policy, each individual's needs will be taken into consideration, and reasonable adjustments
- made accordingly.

Key School contacts

School Attendance Champion (including EYFS provision)	Felicity Hancock Email: felicity.hancock@glebehouseschool.co.uk Telephone number: 01485 532809
Key staff / contacts	Tania Stowe Email:ghsoffice@glebehouseschool.co.uk Telephone: 01485 532809

Summary Of The Law

- The legal framework governing school attendance is summarised in School Attendance: Departmental Advice for Maintained Schools, Academies, Independent Schools and Local Authorities (2013), published by the Department for Education (DFE).
- This policy is guided by the statutory guidance, *Working Together Document* published by the Government 2024.
- The school also complies with guidance published by the Independent Schools' Inspectorate (ISI) and Norfolk County Council LEA (2016). All Independent schools - Regulation 3(17) "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education(Pupil Registration) (England) Regulations 2006".
- For Boarding Schools – NMS 15.5: "Staff knows the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times". NMS 15.6: "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".
- Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met.
- Every entry in the school register must be preserved for a minimum period of three years from the date the entry was made.
- The Regulations covering school admission and attendance are very prescriptive, reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school.
 - Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all-day pupils.
 - The Regulations specify the contents of both registers and the manner in which they are operated and maintained.
 - Boarding pupils are covered by the Boarding Standards: National Minimum Standards. Standard 15 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing-in and signing-out system when boarders leave the school, and by registering attendance in the boarding house.

Children Missing Education is covered Safeguarding and Child Protection Policy

Aims

- This is the attendance policy of Glebe House School.
- The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. The School expects all pupils to be present at School for the whole of the School day, from registration to the close of the school day.
 - EYFS – 8:30am – 3:30pm
 - Pre-Prep (Div I and Div II) – 8:30am – 3:30pm
 - Prep (Div III to Div IV) – 8:30am – 4:10pm
- The aims of this policy are as follows:
 - to develop and maintain a whole school culture that promotes the benefits of good attendance.
 - to ensure, so far as possible, that every pupil in the School can benefit from and make their full contribution to the life of the School.
 - to prioritise attendance and punctuality across the School and set out the School's approach to the management of absence / non-attendance.
 - to recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - to help to promote a whole school culture of safety, equality and protection.

Scope and application

- This policy applies to the whole School, including the Early Years Foundation Stage (EYFS).
- This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

The importance of good attendance

- The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:
 - the importance of good attendance, alongside good behaviour, as a central part of the School's vision, values, ethos, and day-to-day life.
 - the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils.
 - the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents.
 - that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes, and strategies; and

- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation.

School responsibilities

- The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families, and, where appropriate, local authorities to address them.
- The School will respond to non-attendance and/or lateness proactively, firmly, consistently, and with care, with appropriate reference to this policy, its safeguarding and behaviour policies, and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- The School will have robust systems in place to track and record attendance, reasons for absence, and patterns at an individual level and by cohorts or groups 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.
- The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year. The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:
 - A single absence raises child protection concerns
 - A pupil has four and a half days of unauthorised absence in any six weeks (other than for reasons of sickness or leave of absence);
 - A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.
 - A pupil leaves the School at a 'non-standard transition point

Staff responsibilities

- The School Attendance Champion (SAC)
- The Governors have appointed a member 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 publicised.
 - The SAC's responsibilities are:
 - to set a clear vision for improving attendance in school;
 - to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
 - to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
 - to have oversight of and analyse attendance data;
 - to meet termly with the local Education Welfare Officer; and

- to communicate clear messages on the importance of attendance to pupils and parents.
- Staff with specific responsibilities for attendance:
- The staff identified at the beginning of this policy have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:
 - have a formal routine for registers being taken accurately each morning and afternoon;
 - record all absences promptly and accurately using the processes specified;
 - make inquiries about unexplained absences, including those within the school day, and follow up with parents to ensure that an explanation has been formally given to the School;
 - lookout for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
 - deal with lateness to lessons consistently and promptly;
 - discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.
- All staff
- 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.
- The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

School arrangements

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

Monitoring attendance

- The school must report daily attendance to the DfE.
- 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. Such analysis may include:
 - monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
 - using this analysis to provide regular attendance reports to class teachers to facilitate discussions with leaders (including the SENDCo and designated safeguarding lead);
 - undertaking frequent individual-level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
 - conducting thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;
 - benchmarking attendance data at whole school, year group, and cohort level to identify areas of focus for improvement;
 - devising specific strategies to address areas of poor attendance identified through data;

- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Proprietor to support its work.

Pupil responsibilities

- School attendance is important to pupil attainment, well-being, and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- Pupils should be aware that:
 - they are expected to be present in person for the duration of each School day;
 - they are expected to arrive on time and attend all timetabled lessons;
 - they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
 - any unexplained absence will be followed up;
 - persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with parents;
 - reporting to other agencies such as children's social care.
 - If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to the staff identified at the beginning of this policy in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Additional needs

- The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's Education, Health, and Care Plan is accessed.
- Where a pupil has an Education, Health, and Care Plan the School will communicate with the local authority where the pupil's attendance falls or the School will become aware of barriers to attendance that relate to the pupil's needs.
- Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- 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.
- The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total

number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Parent / Carer Responsibilities

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- The School will help parents understand what is expected of them and why attendance is important to their child's attainment, well-being, and wider development and provide clarity on the short and long-term consequences of poor attendance.
- Expectations the School places on parents can be found in Appendix 1 of this policy.
- Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

Training

- 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:
 - the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - the School's strategies and procedures for tracking, following up and improving attendance.
- Any member of staff with a specified attendance function in their role, including administrative, pastoral, or family support is aware of and adheres to the statutory DfE guidance '*Working Together to Improve School Attendance*' and is aware of 'the golden thread' that runs between safeguarding and attendance. This should include:
 - the law and requirements of schools including the keeping of registers;
 - the process of working with other partners to provide more intensive support to pupils who need it;
 - the necessary skills to interpret and analyse attendance data; and
 - any additional training that would be beneficial to support pupils and pupil cohorts to overcome commonly seen barriers to attendance.
- The School maintains written records of all staff training.

Information Sharing

- Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- The School, local authorities, and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- Where appropriate the School will attend regular targeting support meetings.

Attendance Policy

- The School is legally required to share information from the registers with the local authority. As a minimum, this includes:
 - New pupil and deletion returns;
 - Attendance returns;
 - Sickness returns.
- The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.
- The School must provide specific pupil information on request to the Secretary of State.
- Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

- All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1 School Arrangements

Managing attendance

- The School monitors, records, and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.30 am and according to the following tables:
- **Pre-Prep (Reception to Div II)**
 - All pupils are expected to be in School by 08:30. The normal school day ends at the following times:

Day	End of school day	Co-curricular (optional)	Sunnytime (optional)
Monday	15:30	16:10	18:00
Tuesday	15:30	16:10	18:00
Wednesday	15:30	16:10	18:00
Thursday	15:30	16:10	18:00
Friday	15:30	16:10	18:00

- **Prep (Div III to Div VIII)**
 - All pupils are expected to be in School by 08:30. The normal school day ends at the following times:

Day	End of school day	Co-curricular (optional)	End of day pupils (optional)	Last sign out for day pupils (optional)
Monday	16:10	17:30	18:00	19:00
Tuesday	16:10	17:30	18:00	19:00
Wednesday	16:10	17:30	18:00	19:00
Thursday	16:10	17:30	18:00	19:00
Friday	16:10	17:30	18:00	19:00

The role of parents/carers

- The School expects all parents to:
 - make any application for an authorised leave of absence at the earliest opportunity;

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

Registration and attendance checks

- Registration Procedure and Protocols in the Prep School
 - Morning & Afternoon Roll Call Roll call is taken electronically by the Tutor (08:30) and Teacher (14:00). Information goes through to the office which identifies Unauthorised Absences and contacts parents, keeping the Attendance officer informed.
 - Any updates are completed as soon as possible.
 - A typed list of absentees is placed on a designated notice board and changes are made to this as necessary.
 - During lessons, the teacher checks the class at the beginning of the lesson and the teacher lets the office know if a pupil is missing. If the pupil is located, the office informs the teacher. If the pupil is not located, the office will begin the Missing Children Protocol.
 - If a pupil has gone home during the day, the typed absentees' list is updated.
- Registration Procedure and Protocols in the Pre-Prep School
 - Morning & Afternoon Roll Call Roll call is taken electronically by the Tutor (08:30) and Tutor (14:00) and information goes through to the office to identify Unauthorised Absences and contact parents, keeping the Attendance officer informed.
 - When a pupil is absent unexpectedly, the teacher will record the absence in the register or electronically and inform the School Office, the School Office will then try to contact a parent.
 - When the pupil is absent, the parent should contact the school by ScholarPack, email or telephone before 08:30 on the first day of absence.
 - If there is any doubt about the whereabouts of a pupil, the teacher will take immediate action to notify the School Office which will contact the parent.
- Once the morning and afternoon registers close, a pupil will be recorded as 'absent no reason' if not present in the classroom/lesson. The absence will be followed up by the School Office and the appropriate code ascertained and entered within 5 days of the session.
- If a pupil arrives after the register has closed and within 30 minutes of its opening, they will be recorded as a late arrival, (code U).
- Registers will also be called at the beginning of each extra-curricular club/activity.

Reporting absence

- If a pupil is to be absent from School for any reason, the parent/carer should contact the School through Scholarpack, by email to ghsoffice@glebehouseschool.co.uk or by telephone at 01485 532809 by 8.30 am on the first morning of absence and each subsequent day of absence.
- Where a pupil is ill, the School should be notified of the nature of the illness.

Arrangements for reporting subsequent absence

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

Managing absence

- Thresholds are as follows:
 - Below 95% - a letter will be sent to let you know their attendance is becoming a concern.
 - Below 90% - a letter will be sent and you will be invited in for a meeting to discuss how we can support you in improving their attendance. The Department of Education views this threshold as persistent absenteeism and we are obligated to offer support.
 - Persistently below 90% - You will need to attend a Meeting of Concern and we will have to notify the Local Authority of the attendance level and all methods put into place to support the child.
- Parents are able to monitor attendance through the Scholar Pack App.
- In addition, the Attendance Champion (Felicity Hancock, DSL) sends home a notification whenever a child is in danger of approaching or going over the attendance threshold.
- For children returning from a serious illness or operation their phased return to school will be planned and agreed upon with parents.

Authorised absences

- Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterward as justification for absence.
- The Government has confirmed that schools, not parents, authorise absence. The main areas where the School will authorise absence are given below:
 - Compassionate grounds or exceptional circumstances.
 - Illness. Where schools accept that a pupil is ill they must authorise the absence but can request parents provide medical evidence to support illness.
 - Appointments. Dental and medical appointments are authorised absences but, where possible, such appointments should be made out of school hours and formal verification of these appointments should be provided to the office.
 - Religious observance. The school will treat absence as authorised when it is due to religious observance on a day exclusively set apart for religious observance by the religious body to which the parents belong.

Applications for an authorised leave of absence

- Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made via the Google form link available in the newsletter.
- The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record, and the relevant background context behind the request.
- Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head.
- Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the School Office should be informed.
- If a leave of absence is granted, it is for the Head to grant permission to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 2 of Appendix 3 for more details.
- 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 and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Unauthorised Absence

- Holidays. The Regulations state that time off for family holidays is not a right. Parents do not have the right to take a child out of school during term time.
- Term dates are published in the School Calendar so that you can arrange your holidays and/or travel arrangements to/from School without disrupting your son's/daughter's education. Please note that it is our policy to not to allow holidays to be taken during term unless there are exceptional circumstances, which must be agreed in advance with the Headmaster.

Reporting duties

- The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive morning registrations.
- Each time the School's attendance register is completed it is treated as a contact point for these purposes.
- The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.
- Action will also be taken in accordance with the Missing Child Policy and Safeguarding and Child Protection Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Searching for a Missing Pupil

- Please see the Missing Pupil Policy for protocols and procedures.

Appendix 2 Admissions Register

Admissions register

- By the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
 - maintain an admissions register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
 - inform the Local Authority of any pupil of compulsory school age who is going to be added to or deleted from the School's admission register at non-standard transition points.
- The admissions register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The school must ensure that every entry in the School's admissions register is preserved for six years beginning with the day on which the entry was made, and every backup copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers, and details of the school they last attended.
- A pupil's name can only be deleted from the admission register for a reason set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in Regulation 9 occurs, the pupil's name must be deleted.
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
 - the full name of the pupil;
 - the address of the pupil;
 - the full name and address of any parent the pupil normally lives with;
 - at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance Register

Attendance register

- The School records and monitors the attendance of all pupils (both of compulsory and non- compulsory school age in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.
- The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way that complies with Regulation 10 of the Attendance Regulations.
- The attendance register is kept electronically and a backup copy of the register is made at least once a month in the form of an electronic or printed copy.
- The School will also use these records to identify patterns of poor attendance (at individual and cohort levels) and work with pupils and parents to resolve any issues before they become entrenched.
- The School is required by law to take attendance registers twice daily - once at the start of the morning session and once at the start of the afternoon session.
- On each occasion, it will be recorded whether every pupil is:
 - physically present in school when the attendance register begins to be taken; or
 - absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - attending a place other than the school; or
 - absent.
- The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - Attending educational provision arranged by a local authority;
 - For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - Attending a place for an approved educational activity that is a sporting activity;
 - Attending a place for any other approved educational activity.

Recording absence

- Absence will be recorded in accordance with the national absence codes set out in Regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working Together to Improve School Attendance relating to:
 - leaves of absence;
 - other authorised reasons;
 - unable to attend school because of unavoidable causes;
 - unauthorised absence.

Unauthorised absence

- The 'unauthorised absence' code will be used when prior permission for absence has not been given where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for 'unable to attend due to an exceptional circumstance' is not appropriate. Examples include:
 - the holiday has not been authorised by the School or is in excess of the period determined by the Headmistress to grant permission;
 - the reason for absence has not been provided;
 - a pupil is absent from school without authorisation.