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Beechwood Park School

## PUPIL ATTENDANCE POLICY

Website: [www.beechwoodpark.com](http://www.beechwoodpark.com)

Policy Number:	BWPS - 002
Policy Applicable To:	<b>Whole School – including EYFS</b>
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## 1.) INTRODUCTION:

This is the Attendance policy of Beechwood Park School (the **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.

## 2.) AIMS:

**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 is able to benefit from and make their full contribution to the life of the School
- ✓ to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance

- ✓ to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole School approach to safeguarding
- ✓ to help to promote a whole School culture of safety, equality and protection.

### 3.) 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.

### 4.) REGULATORY FRAMEWORK:

**This policy has been prepared to meet the School's responsibilities under:**

- ✓ Education (Independent School Standards) Regulations 2014
- ✓ *National minimum standards for boarding Schools* (Department for Education (**DfE**), September 2022)
- ✓ *EYFS statutory framework for group and School-based providers* (DfE, January 2024)
- ✓ Education and Skills Act 2008
- ✓ Children Act 1989
- ✓ Childcare Act 2006
- ✓ Sponsorship Duties (UKVI, July 2023)
- ✓ The School Attendance (Pupil Registration) (England) Regulations 2024
- ✓ Equality Act 2010
- ✓ Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

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

- ✓ [Working together to improve School attendance](#) (DfE August 2024)
- ✓ [Summary table of responsibilities for School attendance](#) (DfE August 2024)
- ✓ [Toolkit for Schools: communicating with families to support attendance](#) (DfE, September 2023)
- ✓ [Guidance for parents on School attendance](#) (Office of the Children's Commissioner, September 2023)
- ✓ ['Is my child too ill for School?' guidance](#) (NHS, April 2024)
- ✓ [Keeping children safe in education](#) (DfE, September 2024)
- ✓ [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020)
- ✓ [Children missing education](#) (DfE, September 2016)
- ✓ [Supporting pupils with medical conditions at School](#) (DfE, August 2017)
- ✓ [Behaviour in Schools: advice for headteachers and School staff](#) (DfE, February 2024)
- ✓ [Mental health and behaviour in Schools](#) (DfE, November 2018)
- ✓ [Mental health issues affecting a pupil's attendance: guidance for Schools](#) (DfE, February 2023)
- ✓ [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- ✓ [Remote education guidance](#) (DfE, updated February 2023)
- ✓ [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, Jan 2015)

**The following School policies, procedures and resource materials are relevant to this policy:**

- ✓ Beechwood Park's Safeguarding and Child Protection policy and procedures
- ✓ Risk assessments for pupil welfare
- ✓ Missing Pupil and Non-Collection Policy
- ✓ Learning Support Policy
- ✓ Accessibility Plan
- ✓ Equal Opportunities (Pupils) Policy
- ✓ Pupil Conduct Policy
- ✓ Parent Contract

**5.) PUBLICATION and AVAILABILITY:**

This policy is published on the School website and is available in hard copy on request. A copy of the policy is available for inspection from the School office during the School day. This policy can be made available in large print or another accessible format if required.

**6.) DEFINITIONS and INTERPRETATION:**

Where the following words or phrases are used in this policy:

- ✓ references to **attendance** include references to attendance for all or part of the timetabled School day.
- ✓ references to the **Proprietor** are references to the board of Governors.
- ✓ references to a **Parent** means:
  - all natural parents, whether they are married or not
  - any person who has parental responsibility for a pupil
  - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil
  - References to a **pupil** 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. *(This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve School attendance: applies from 19 August 2024)*

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

## 7.) RESPONSIBILITY STATEMENT and ALLOCATION OF TASKS:

- The Governors have overall responsibility for all matters which are the subject of this policy
- The Governors recognise that improving attendance is a School leadership responsibility and the designated senior leader has overall oversight for championing and improving attendance at School, referred to in this policy as the SAC

To ensure the efficient discharge of its responsibilities under this policy, the key responsibilities are:

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 termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff and parents) to consider improvements to the School's processes under the policy.	SAC	As required, and at least annually
Formal annual review	Governors	Annually

## 8.) 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, anti-bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding and wellbeing
- 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

## **9.) 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 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, 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 uses iSAMS 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.

## **10.) STAFF RESPONSIBILITIES:**

The SAC: The Governors have appointed a senior member of staff of the School's senior 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.

### **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; and
- ✓ to communicate clear messages on the importance of attendance to pupils and parents

### **Staff with specific responsibilities for attendance:**

Form Teachers have day to day responsibility for monitoring and promoting good attendance and punctuality. They:

- ✓ have a formal routine for taking the register accurately each morning and afternoon; in the case of pupils in Y5 and in the Senior Department, a member of staff on duty takes the afternoon registration as the pupils go to lunch
- ✓ make enquiries about unexplained absences, including those within the School day, and follow up with pupil/parents to ensure that an explanation has been formally given to the School
- ✓ look out for trends or patterns in a pupil's attendance and inform their Head of Department (or SAC) of any specific concerns
- ✓ 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.

**11.) PUPIL RESPONSIBILITIES:**

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and manages 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; if they leave School during the daytime (appointment, for example), pupils must sign out or their parent/carer must sign them out at Front Desk. Parents in Woodlands sign out their child in Woodlands
- ✓ any unexplained absence will be followed up
- ✓ persistent lateness or non-attendance will result in the School taking action

**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 Services

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 their first port of call should be their Form Teacher. They can always talk to a nurse in Surgery. Pupils are entitled to expect this information to be managed sensitively.

**12.) 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.

As part of the contract with parents, the School requires parents to work in partnership with the School, ensuring that all parties support high levels of School attendance and punctuality.

Attendance and punctuality for the whole School day is paramount if Beechwood Park is to achieve its child-centred mission and achieve the objectives of the BWPS Curriculum Policy.

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.

The School expects pupils to arrive at School on time to prepare themselves for the School day and to register punctually. Form Teachers enlist the support of parents to help pupils to organise their busy days.

The School encourages parents who struggle with their child's levels of attendance or punctuality to raise concerns without delay with their child's Form Teacher, Head of Year and PHoD.

The School expects all parents/carers 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

### **13.) SCHOOL ARRANGEMENTS:**

The School will accurately complete admission and attendance registers which are stored electronically. A secretary at Front Desk will follow-up absences. All registers are kept electronically on iSAMS.

### **14.) MONITORING ATTENDANCE:**

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 pupils and to leaders (including the Learning Support Department and the DSL)
- ✓ 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 Governors (via the Academic Committee) to support its work

### **15.) 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.

Suitable strategies will also be considered for pupils with any 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 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.

#### **16.) 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.

Where necessary, 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).

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. The School meets this requirement by having an electronic management information system (iSAMS) containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level of attendance and understand trends in attendance patterns.

Where appropriate, the School is expected to inform a pupil's social worker if there are unexplained absences.

#### **17.) 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.

#### **18.) VERSION CONTROL:**

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Next Review Date:	September 2025

## APPENDIX 1: SCHOOL ARRANGEMENTS

### 1.) 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 1 and Appendix 2 respectively. The admission and attendance registers are kept electronically on iSAMS and are 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 (see Appendix 3 for timings) but this period may be extended, for example for out of School clubs, sports fixtures or School trips. However, the School expects all morning registers to be completed by 09.30am.

### 2.) Reporting absence:

Where pupils of compulsory School age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the School and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the School office by telephone, by email or by updating the parent portal before 09:00am or as soon as is reasonably possible on the first day of absence and provide the School with an expected date of return.

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

### 3.) Managing absence:

Incomplete registers:

- If a register is incomplete, Front Desk staff will contact the teacher responsible and request they update it
- If required, Front Desk will check the lessons of un-registered pupils to see if they are there before contacting parents

Absent pupils:

- All registers are taken in the morning and afternoon (after lunch). Any missing marks will be followed up by Front Desk staff, either by emailing / speaking to the Form Teacher and / or calling parents if the absence has not been reported to staff. **All AM absences are followed up and completed by 09:30 (where possible)**
- The Out of School list from iSAMS is sent to all relevant staff, including the Head, Head of Sections, SAC and Surgery

If the circumstances of a pupil's absence have not yet been established, attendance will be marked as so using the code in Appendix 4 with the register amended within 5 school days, as set out in regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Fire drill registers:

- Fire Drill registers are checked / updated routinely by the secretaries at Front Desk before the start of each term. They update the Fire Registers throughout the year, as and when is required

#### 4.) Arrangements for reporting subsequent absence:

Absences are recorded on the iSAMS Attendance Register using the appropriate code, as set out in Appendix 3.

#### 5.) 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 afterwards as justification for absence.

#### 6.) 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 in writing (usually by parent portal/email) to the respective Head of School Section (Pre-Prep / Middle / Upper School)

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.

Each request will be considered individually and will take the following factors into account (this is not an exhaustive list):

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time requests
- When the request was made

All requests for leave of absence will receive a response.

If permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**.

Apart from illness, no pupil should be away from School without prior permission from the Head of Section.

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

If a leave of absence is granted, it is for the Head of School Section to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 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.

#### 7.) Suspension and Expulsion:

In these circumstances, the pupil's absence is counted as an authorised absence. The pupil's Head of School Section will plan for work to be sent home.

## **8.) Reporting duties:**

The School has statutory reporting obligations. If a pupil fails to regularly attend, their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

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

Action will also be taken in accordance with the Missing Child and Non-collection policy and Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## **9.) Support Systems:**

The School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in School. Parents should make School aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in School, for example, bereavement, divorce/separation. This will help the School identify any additional support that may be required.

The School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, and those with physical or mental health needs.

The School will implement a range of strategies to support improved attendance. Strategies used will include:

- ✓ Discussion with parents and pupils
- ✓ Learning mentors
- ✓ Friendship groups
- ✓ Bespoke timetables
- ✓ Additional learning support
- ✓ Home visits (if appropriate)
- ✓ Referrals to support agencies

Support offered to families will be child centred and planned in discussion and agreement with parents and pupils.

## APPENDIX 2: ADMISSION REGISTER

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

- ✓ maintain an admission 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 who is going to be added to or deleted from the School's admission register at non-standard transition points

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

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

The admissions register contains specific personal details of every pupil in the School, including:

- ✓ the pupil's legal names and the name normally used in School
- ✓ the addresses of the child
- ✓ the pupils start date

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

### 1.) 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 which complies with regulation 10 of the Attendance Regulations.

#### Appendix 4.

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

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

	Pupils Registration		iSAMS Registration Window	
	AM	PM	AM	PM
Woodlands	08:00-09:00	13:30-14:00	07:30-09:30	12:45-14:00
Junior Dept	08:20-08:30	13:00-13:30		
Y3 and Y4	08:15-08:20	13:30-13:45		
Y5 to Y8	08:15-08:20	13:00-13:30		

### 2.) 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

### 3.) The circumstances in which a pupil may be recorded as attending a place, other than the School, can include:

- ✓ 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
- ✓ attending educational provision arranged by a local authority
- ✓ attending an interview for admission to another school

### 4.) 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 cause

- ✓ unauthorised absence.

The School will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not) and will report unauthorised absences for a continuous period of 10 days or more to the local authority.

## **5.) Remote education**

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

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.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ✓ ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- ✓ if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- ✓ setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

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

The School will maintain pages on its website that provides information and guidance about the remote education provision, if any pupil requires it, and links to any trusted external education websites.

The School has an established remote education plan in place which is reviewed at least annually, in consultation with staff, should the need for school wide provision be required again

## **6.) Unauthorised absence**

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate.

Examples include:

- holiday has not been authorised by the School or is in excess of the period agreed by the Head of Section
- the reason for absence has not been provided
- a pupil is absent from School without authorisation

## **7.) Persistent Absenteeism (PA)**

A pupil is a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that level, is given priority and parents will be informed of this. PA pupils are tracked and monitored carefully through our pastoral support system and bespoke support will be offered to best support the pupil. Support may include academic adjustments if attainment has been impacted, nurture groups, mentoring or counselling.

If a child has or is at risk of reaching the threshold for Persistent Absence parents may be asked to provide evidence regarding past and future absences. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging or hospital letter. Where we have concerns about a child's health, we may ask parents to talk to the school nurse or for permission to contact and liaise with their GP or other medical professionals for advice.



## APPENDIX 4: ABSENCE CODES

Taken from The School Attendance (Pupil Registration) (England) Regulations 2024 – Regulation 10

Code	Description	Meaning
/	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attendance
\	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attendance
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attendance
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act. (record the nature of the educational provision)	Attendance - Approved educational activity
V	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attendance - Approved educational activity
P	The pupil is attending a place for an approved educational activity that is a sporting activity..	Attendance - Approved educational activity
W	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attendance - Approved educational activity
B	The pupil is attending a place for any other approved educational activity. (record the nature of the approved educational activity)	Attendance - Approved educational activity
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
M	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence
J1	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
S	The pupil is absent with leave for the purpose of studying for a public examination.	Authorised absence
C2	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence
D	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	Authorised absence

<b>C</b>	The pupil is absent with leave for any other purpose (e.g. authorised holiday).	Authorised absence
<b>T</b>	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence
<b>R</b>	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence
<b>I</b>	The pupil is unable to attend because of sickness.	Authorised absence
<b>Q</b>	The pupil is unable to attend because of a lack of access arrangements for them (see paragraph 12 of regulations)	Authorised absence
<b>E</b>	The pupil is excluded from the school for any other reason.	Authorised absence
<b>G</b>	The pupil is absent without leave for the purpose of a holiday (e.g. <b>not</b> agreed or days in excess of agreement).	Unauthorised absence
<b>N</b>	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>O</b>	None of the other rows of this table applies, or this code is required to be used if the circumstances of absence have not been established after 5 days the code N is to be replaced with the code O.	Unauthorised absence
<b>X</b>	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	Not counted in possible attendances
<b>Y1</b>	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not counted in possible attendances
<b>Y2</b>	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not counted in possible attendances
<b>Y3</b>	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not counted in possible attendances
<b>Y4</b>	Whole School unexpectedly closed	Not counted in possible attendances
<b>Y5</b>	The pupil is unable to attend because they are in criminal justice detention (see paragraph 14 of regulations)	Not counted in possible attendances
<b>Y6</b>	The pupil's travel to or attendance at the school would be—  (a)contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or  (b)prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	Not counted in possible attendances

<b>Y7</b>	The pupil is unable to attend because of any other unavoidable cause (e.g. non-payment of fees)	Not counted in possible attendances
<b>#</b>	School closed to pupils (holidays)	Not counted in possible attendances