

Attendance and Registration Policy

Introduction

For a pupil to reach their full educational potential a high level of school attendance is essential.

It is Stonar's duty to consistently strive to achieve a goal of 100% attendance for all pupils of compulsory school age. By creating an inclusive culture in the school, we seek to support all our pupils so that they experience school as a place where they want to be. We have placed a figure of 96% as a minimum attendance expectation for all pupils to ensure that, together, we are able to ensure your child is able to reach their full potential. All pupils on the School Roll are expected to attend registration, lessons and co-curricular commitments.

Parents of registered pupils have a legal duty to make sure that children of compulsory school age attend on a regular and full-time basis. Every opportunity will be used to convey to pupils and their parents/guardians the importance of regular and punctual attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We will work in partnership with families to find supportive routes to improve attendance.

For the pupils to take full advantage of the educational opportunities offered it is vital they attend every day Stonar is open unless the reason for the absence is unavoidable.

High level of attendance is important because:

- statistics show a direct link between underachievement and attendance below 95%.
- missing out on lessons leaves children vulnerable to falling behind.
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, higher education, employment or training

To ensure the safety and welfare of the pupils it is important that procedures are in place and their whereabouts are known.

We endeavour to work with families to make sure that any problems or circumstances, which are or may lead to poor attendance are given the right attention and dealt with in a timely manner.

Purpose

The Attendance Policy aims to

- Promote a high level of attendance and reduce absence, including persistent absence
- Ensure the attendance of pupils at school and in lessons is recorded
- Ensure early intervention to address patterns of absence
- Ensure there is appropriate communication between parents and the school in the case of absence

Associated Guidance and Documentation

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Missing Person Policy, Children Act 1989, Education Act 1996, Anti-Social Behaviour Act 2003, Education and Inspections Act 2006, The Education (Pupil Registration) (England) Regulations 2006 (amended 2013), The Education (Penalty Notices) (England) Regulations 2007, (amended 2013), Children Missing Education (DfE, September 2016), Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (August 2024), Keeping Children Safe in Education.

Roles and Responsibilities

Registers are recorded on the school's management information system 'SchoolBase' and are backed up regularly. The national codes used (as outlined in appendix one) enable schools to record and monitor attendance and absence in a consistent way, which complies with the regulations. They are also used for collecting statistics through the School Census System.

Every half-day absence from school has to be classified by the school (*not by parents*) as either authorised or unauthorised. This is why information about the cause of each absence is always required and must be copied onto a pupil's 'Gen Com' file.

Statutory registration of all pupils is twice daily (08:30 & 13:15 Prep School) and (08:30 & 14:15 Senior School). Morning registration closes at 09:00 and afternoon registration closes at 13:45 (Prep School) and 14:45 (Senior School). Pupils are also registered internally in all lessons for safeguarding reasons.

The school will work jointly with the local authority and share data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). We are legally required as a school to share information from their registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all pupils 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).
- Sickness returns: providing the local authority with the full name and address of all pupils 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. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

Responsibility of parents/guardians

- Parents should inform the class teacher (Prep School)/ tutor or mentor (Senior School) or school reception in advance of any planned absence for school for example medical or other appointments. In the event of any unforeseen absence (such as illness) or if a pupil is likely to be late for morning registration, parents are asked to email/telephone the school office before 09:00 to report. Parents must make clear how long this is expected to be for and communicate any additional days in a similar manner.
- The school has a statutory obligation to register truancy rates. Parents should make requests for absences (other than those for a short medical or dental appointment) in writing to the Head (Senior School) or Head of Prep (Prep School).

- Support the School with their pupil in aiming for 100% attendance each year.
- Avoid taking the pupil out of School for non-urgent appointments. We really appreciate it if medical and dental appointments are not being made during the school day wherever possible. However, we understand that this is not always something that you can control. If this is not possible, please ensure your child attends school directly after/before the appointment.
- Only request leave of absence if it is for an exceptional circumstance.

Responsibilities of pupils:

- Attend every day unless ill or have an authorised absence.
- Arrive in school on time.
- Attend all registrations and lessons on time (or communicate in advance if this is not possible)
- Pupils must take responsibility if they arrive at school after registration or miss registration due to late running riding or sport activity, the pupil should report to Reception and sign in. Pupils must sign out from Reception when they depart for appointments and sign back in when they return to school.
- When leaving or returning to the Boarding House, boarders must obtain the appropriate permissions and sign in and out of the House using the signing in/out system and process in their House.

Senior Attendance Champion

- The Deputy Head (Pastoral)/DSL assumes this role.
- Sets a clear vision for improving and maintaining high levels of attendance.
- Establishes and maintain effective systems for tackling absence ensuring they are followed by all staff.
- Has a strong grasp of absence data to focus collective efforts of the School.
- Regularly monitors and evaluates attendance progress.
- Reviews the efficacy of the School's strategies and processes for attendance.
- Have regular target meeting with our EWO from the local authority

Responsibility of Houseparents

- Must keep accurate records of boarders weekend and evening absence permissions (as for all pupil absence) must be recorded centrally on SchoolBase using absence request for pupils. Pupils must be signed out and sign in on this system. Pupils must still complete the pink offsite permission form.
- Promote and reward good attendance and punctuality with pupils at all appropriate opportunities.

Responsibility of the class teacher (Prep), tutor and mentor (Senior School).

- Ensure that all pupils are registered accurately using the national codes.
- Promote and reward good attendance and punctuality with pupils at all appropriate opportunities.
- Follow the attendance procedure outline (see appendix 2)
- Support pupils with absence to engage with their learning once they are back in School

Responsibilities of classroom teachers:

- Ensure that all pupils are registered accurately
- Promote and reward good attendance with pupils at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a pupil's absence
- Support pupils with absence to engage with their learning once they are back in School
- It is the responsibility of staff who take pupils off site to ensure that the relevant documentation has been completed and communicated before the time of departure.

Appendix One

Staff taking formal am/pm registers must not use any other codes than those stated below

Code Description

Attending the school

/ or \ Present at the school when attendance register begins to be taken.

L Late arrival before the register is closed.

Attending a place other than the school

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.

D Dual registered at another school.

Authorised absences the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence

Absent - leave of absence

CI 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.

Jl Leave of absence for the purpose of attending an interview for employment or 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 compulsory school age pupil subject to part-time timetable.

C Leave of absence for exceptional circumstances.

Absent - other authorised reasons

T Parent travelling for occupational purposes.

R Religious observance.

I Illness (not medical or dental appointment).

E Suspended or permanently excluded and no alternative provision made.

Absent - unable to attend school because of unavoidable cause

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.

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.

Unauthorised Absence from School: *Unauthorised absence is where the school is not satisfied with the*

reasons given for the absence.

Absent - unauthorised absence

- 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

Administrative codes

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

The legislation states that for codes B, K and Y7 a reason has to be entered against the mark.

Attendance procedure outline to support class teachers (Prep School) tutors/ mentors (Senior School).

Attendance Procedure Outline	
General Considerations	
<ul style="list-style-type: none"> Attendance percentage must be checked when pupil is absent; effective monitoring. Margo White (External Relations Co-ordinator) will follow up any absences on the day if pupil is absent without reason notified to school. Please check in with home if pupil is absent for a few days to see how your tutee/mentor is and for longer term absence a support plan will be put in place in discussion with Deputy Head (Pastoral), Senior Deputy Head and Head of Prep. If communicating with parents/guardians, please copy in Stonar office for general pupil files as reasons for absence is required. If significant information, please also communicate with Head of Prep/ Deputy Head (Pastoral)/DSL and Head of Key stage (Pastoral) and Senior Deputy Head (inclusion of staff depends on school year of pupil and reason for absence) If a pupils attendance increases please do contact parents/guardians with positive reinforcement. If a pupil has 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 please inform the DSL immediately. 	
%	Action
< 96%	Email parents/guardians stating current attendance figures stating their child has fallen below expected attendance figure, relate to the figures of how much time the child is missing (see table below); supportive stance/ offer assistance to barriers for good attendance.
< 95% (cause for concern)	<p>Inform and discuss at Pastoral team level with Head of Prep/ Deputy Head (Pastoral)/ Head of Sixth Form and Head of Key stage (Pastoral) (inclusion of staff depends on school year of pupil) to identify appropriate strategies/intervention for assistance of good attendance.</p> <p>Communication with parents as for <96%. Depending on outcome of discussion above, possibly at this stage invite parents in for a meeting with class teachers (Prep School) tutors/ mentors (Senior School) and possibly Head of Key stage (pastoral). Conversation with pupil.</p>
< 90% Persistent absence (Unsatisfactory)	<p>Inform and discussion at leadership level, with Head of Prep/Deputy Head (Pastoral) / DSL/ and include Head of Sixth Form and Head of Key stage (Pastoral) (inclusion of staff depends on school year of pupil).</p> <p>Invite parents in to school for a SAM (School Attendance) meeting to discuss attendance and support strategies and internal attendance targets will be set. (Ensure targets are reviewed with parents). SAM meeting to be held with class teachers (Prep School) tutors/ mentors (Senior School) and Head of Key Stage (pastoral) and Deputy Head (Pastoral)/ Head of Prep. Conversation with pupil.</p>
< 87% (Serious cause of concern)	<p>If a UKVI sponsored pupils attendance falls below 80%, report immediately to the Deputy Head (Pastoral) and Shaun McIntrye (Admissions and Compliance Officer).</p> <p>Discussion and consultation at School Leadership level.</p> <p>Invite in for a further SAM meeting to include Deputy Head (Pastoral)/DSL or Head of Prep/DDSL</p> <p>Record on MyConcern</p> <p>EWO (Education Welfare Officer) intervention as appropriate.</p> <p>If the school is not satisfied with the reasons given for absence or targets set at a meeting with the parents are not met; then the EWO for the local LEA should be asked to intervene. Any costs associated with the involvement of the EWO or external agencies will be charged to the parents of the pupil concerned.</p> <p>Permitting unauthorised absence from school is an offence and parents may be reported to the Local Education Authority if problems cannot be resolved.</p>

How much is your child missing?

Descriptor	Threshold Attendance	Whole Days absent	Learning Hours Lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Cause for concern	95%	9.5	47.5
	94%	11	55
	93%	13	65
	92%	15	75
	91%	17	85
Unsatisfactory	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Serious cause For concern	86%	27	135
Critical	85%	28.5	142.5
	84%	30.5	152.5
	83%	32	160
	82%	34	170
	81%	36	180
	80%	38	190