



## Attendance and Registration Policy (Trust including EYFS)

Author / Role	Assistant Head Day
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### Documentation Distribution

Governing Body, All staff / volunteers, parents on request, published on school website.	Y
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Parent Portal	Y
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Limited Internal Use Only (state recipients)	N

*This policy is considered a 'live' document and will be updated as statutory guidance is released*

**In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.**

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## **Vision, Mission and Values**

### **Our Vision**

Where every child finds joy in their pursuit of brilliance

### **Our Mission**

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

### **Our Values**

#### **Be Compassionate**

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

#### **Be Courageous**

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

#### **Be Curious**

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

#### **Be Conscientious**

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

## **Policy Principles/Aims:**

- I. This policy reflects the vision and aims of Bede's School by:
  - a) Encouraging staff, parents / carers and children to maximise the learning experience in order that all pupils reach their full potential.
  - b) Providing clear attendance and registration procedures for parents / carers, pupils and staff.
- II. Regular and punctual attendance is of paramount importance in ensuring that all pupils have full access to the curriculum. Valuable learning time is lost when pupils are absent or late. (A 90% attendance rate will mean that half a year of schooling is lost over a five-year period). Pupils should be at School, on time, every day when the School is open, unless the absence is unavoidable. Attendance data is scrutinised, patterns identified and a clear structure is in place to promote and support 100% attendance.

**Statutory Guidance:**

The Education (Pupil Registration) (England) Regulations 2006  
Section 175 Education Act 2002

**Associated Trust Policies:**

- Child Protection Policy
- Welfare Policy
- Staff Code of Conduct

**1. Registration****2. 1 At the Senior School**

- I. Day Houses will register their pupils twice each day, before morning School and during the lunch break – typically around **8.20am and 1.10pm**. When a pupil is staying late (after 5pm) a registration will be completed at 5.00pm and again at 7.15pm at the buses by the evening duty staff.
- II. Boarding Houses will register their boarding pupils four times each day – roll calls before leaving the House in the morning; at lunchtime; early evening (times vary slightly per House); and at 'lights out' time.
- III. Boarding Houses will register their day boarders pupils three or four times each day, depending at which point the child goes home – on arrival at school in the morning; at lunch time; early evening (times vary slightly per house) and/or at departure time (buses).
- IV. At the Senior School the Attendance Champion is the Assistant Head Day. At the Prep School the Attendance Champion is the Deputy Head Pastoral.

**2. 2 At the Prep School**

- I. Registration takes place between 8.25am and 8.35am in Form Rooms. Afternoon registration takes place between 1.05pm and 1.10pm in Reception to Year 2, and between 2.00pm and 2.10pm in Years 3-8, except on Wednesdays when afternoon registration for Years 3-8 takes place at 1.10pm.
- II. In the Nursery, registers are printed on a daily basis and taken when the children arrive and depart for their allocated time during that day.
- III. All pupils must be present at each registration period. This is completed by a member of staff and recorded on iSAMS.
- IV. Information about the cause of each absence is always required, preferably in writing, or by telephone message. Every half-day absence has to be classified by the School, (not by the parents / carers), as either **AUTHORISED** or **UNAUTHORISED** in line with Department for Education guidance. (Working together to improve school attendance May 2022)

### 3. Signing In/Out

#### 3.1 Senior School

- a) Any pupil arriving late at School, i.e. after morning or afternoon registration, must report to the Porters' Lodge. Details of their arrival will be recorded on iSAMS.
- b) Any pupil who leaves School before the end of the School day must sign out at the Porters' Lodge and have the permission of their Hm. Failure to do so may result in sanctions.
- c) Any pupil going home due to illness must be notified to the Health and Well-being team before leaving so that an assessment can be made and treatment given if required.

#### 3.2 Prep School

- a) Any pupil arriving late at School, i.e. after morning or afternoon registration, must report to the Headteacher's Hall and sign in.
- b) Any pupil who leaves School before the end of the School day, must sign out at the Headteacher's Hall.
- c) All pupils must sign out when they are collected by their parents.
- d) At the end of the day the form teacher will complete a paper register on the astro and sign out the pupils either to the bus driver (who then has their own register) or the parents collecting or to whoever is supervising late stay.

#### 3.3 Staying Late

- a) At the Senior School, all Day pupils staying after School hours will register additionally at 5.00pm.
- b) At the Prep School, all pupils staying after School hours will register with the Duty Member of Staff in the School Library at 5.20pm when the form teacher will hand them over to the person on duty.
- c) At the Senior School, any pupil travelling on the later (usually 7.15pm) bus must sign up on the Monday morning of the week concerned, by signing up on the electronic form.
- d) Buses leave the Prep School at 4.25pm on non activity days and at 4.25pm and 5.25pm. After these times all children must be collected by parents at 4.25pm on non activity days and at 4.25pm and 5.25pm after these times
- e) At the Senior School all Day pupils not travelling by School transport must sign out at the Porters' Lodge before leaving.

### 4. Unauthorised Absence

- I. Bede's uses the DfE national codes to record and monitor attendance on iSAMS Monday – Friday in term time (see Appendix 2). Authorised absences are at morning or at afternoon registrations away from School for a reason such as genuine illness or other unavoidable cause. Unauthorised absences are those that the School does not consider reasonable and for which no 'leave' has been given. This includes:
  - a) parents keeping pupils off School unnecessarily
  - b) truancy for the whole or part of the School day
  - c) absences which have never been properly explained
  - d) pupils who arrive at School too late to get a mark
  - e) family holiday during term-time which the School does not authorise

- II. Independent Schools have a duty to report issues of persistent and / or unexplained poor attendance (even if this is authorised) to their local authority. This occurs when the School feels it has done all it can to ensure that a pupil achieves the 80% (85% at the Prep School) attendance threshold – usually over a half term period.
- III. If a pupil is absent for more than ten sessions in a ten-week period due to ill health then the School may require communication from the pupil's GP to the Trust Head of Nursing
- IV. In line with DfE Children Missing in Education (September 2016), the School has an obligation to inform the local authority of the details of pupils who fail to attend regularly or who have missed ten days or more without permission. If a pupil fails to return to School after an authorised absence the School will endeavour to establish the whereabouts of the child and work with the local authority to ensure the child is receiving full time education.
- V. In line with DfE Arranging education for children who cannot attend school because of health needs (December 2023), The Local Authority has an obligation to arrange alternative provision to children with additional health needs when a child is away from school for 15 days or more; this may be consecutive or cumulative over the course of a school year.
- VI. In all cases the School must show evidence of all actions taken. The School therefore has the following procedures.

## 5. Procedures

- I. At the Senior School it is the responsibility of the Hm to maintain and retain accurate and up to date registers. These are overseen on a weekly basis by the Assistant Head Day.
- II. At the Prep School the initial registration is taken by the Form Teacher and then followed up by the School Secretary. The registers are overseen on a weekly basis by the Deputy Head Pastoral and Boarding.

## 6. Notifying the School of non-attendance

- a) At the Senior School parents must telephone or email their child's Hm or Tutor **each** morning of absence before 8.15am and report the nature of the absence and when the pupil is expected to return to School.
- b) At the Senior School, if a pupil does not register and parents / carer have not explained their whereabouts then the Hm must ensure that prompt and appropriate action is taken to locate them. In the first instance, this should be done by the House staff. If required, additional help can be sought from the School Office.
- c) At the Prep School parents must telephone the Absentee Line every morning of absence before 8.30am and report the nature of the absence and when the pupil is expected to return to School. Parents should also make contact with the pupils' Form Tutor to keep an open dialogue about their child's absence.
- d) Boarding pupils out of School – as above.
- e) Boarding pupils in School will see their matron or duty House staff or the School Nurse. This person will then authorise an absence if appropriate.
- f) Dental, Orthodontic, Hospital and GP appointments should be supported by an appointment card/letter and reported in advance.

## 7. Requests for absence

- I. **At the Senior School** all requests for holiday absence or family reasons must be put in writing to the Hm at least two weeks prior to the first day of absence. Authorisation can only be given in 'exceptional' circumstances. Absence of 2 days or less may be agreed in writing with the Hm. Absences of more than 2 days need to be authorised by The Headmaster.
- II. At the Prep School all requests for holiday absence must be put in writing to the Headteacher at least two weeks prior to the first day of absence. Authorisation can only be given in 'exceptional' circumstances.
- III. It is not appropriate for the School to authorise absences for shopping, looking after other children, day trips, etc. Leave may, however, be granted for religious observance; in an emergency (e.g. bereavement); or for medical appointments which must be in School time.

## 8. Actions on absence

- I. Every week each Hm at the Senior School is provided with a full report of attendance for the pupils in their House. Hms address issues of unexplained absence, recording information and actions.
- II. At the Prep School, the Deputy Head Pastoral and Boarding will check the attendance report for all pupils and follow up any issues of unexplained absence.

## 9. Day Pupils and Boarders resident in the UK

- I. At the Senior School Hms and the Deputy Head at the Prep School should scrutinise the attendance data on a weekly basis. When a pupil is in danger of attending less than 90% of the time in each half term / six-week period (whatever the reason) this will involve formal communication with parents and on-going monitoring (by the tutor in the first instance at the Senior School) in order to draw attention to the statistics and potential impact on the child's education; to acknowledge and discuss any difficulties the child or family may have; and to offer support to improve attendance. Communications will include:
  - a) **Phone call:** A phone call to parents / carers from the tutor (Senior School), or Year Head (Prep School) raising the issue of attendance and outlining how the School deals with it; a record of this phone call will be kept.
  - b) **Stage 1 Letter from Tutor (Senior School) and (Prep School):** If a pupil continues to fall below the threshold a formal letter is written by the Hm (Senior School) or Deputy Head (Prep School) outlining the School's obligations and offering advice on how to improve attendance. (See Appendix 3)
  - c) **Stage 2 Second Letter from Hm and Meeting or Year Head or DH (Prep School):** If attendance does not improve parents are invited in to see the AHD or AHB with the Hm and tutor at the Senior School or the Deputy Head and Form Teacher at the Prep School. This meeting will be followed by a letter confirming the situation. (See Appendix 3)
  - d) **Persistent Absence:** The School recognises that families often need support to improve the attendance of a pupil and provides this support where it can. When a pupil's attendance falls below 80% (Senior school) and 85% (Prep School) for a half term this may be reported to the local authority in line with their procedures. The aim

of this is to draw on the expertise available from the local authority and so offer support to pupils and families and to improve the pupil's attendance.

- II. Boarders resident overseas.
- III. Any unauthorised pupil absences (e.g. at the start and end of term) must be recorded and monitored by Hms.

In the first instance the Hm should address these absences in writing with the parent, guardian and / or agent concerned i.e. explaining that:

- a) they have been recorded as unauthorised
  - b) the School term dates are published 18 months in advance and the School's Travel Coordinator can assist with transport arrangements
  - c) that a pupil's academic progress will be negatively impacted by absence (as could their welfare if they miss out on key School and House events)
  - d) for some overseas pupils, there are implications for those on pupil visas and we are required to notify the UKBA of any pupil on a visa who is failing to attend School on the published term dates
  - e) for UK pupils, the School has a duty to report certain attendance concerns to the local authority
- IV. If there is recurrent unauthorised absenteeism the Hm should inform the AHD or AHB at the Senior School or the Deputy Head at the Prep School, giving the details of previous contraventions and communications. The PDH (Senior School) or Deputy Head (Prep School) will then write to the parent, guardian and / or agent concerned.
  - V. If there are further instances of unauthorised absenteeism, they will be referred to the Headmaster.

## **10. Off-rolling**

- I. When a pupil's name is going to be deleted from the Admission Register (to be home educated; due to a family move, ill health or exclusion for example) the Bede's Registrar's Office at the Senior School and the Admissions Officer at the Prep School will report the pupil concerned to Children Missing Education unless it has independent confirmation of the child enrolling at another School.

## **11. Record keeping**

- I. The School Office / iSAMS keeps a record of all attendance related correspondence.
- II. All pupils will have their attendance data sent home at the end of each term with their reports.

**Appendix 1**

**Hms' Attendance Record Keeping (Senior School) (usually kept digitally)**

Pupil	Date	Attendance % to date	Action / reason	By whom

**Deputy Head's Attendance Record Keeping (Prep School)**

Pupil	Date	Attendance % to date	Action / reason	By whom



**Appendix 2****Attendance codes we commonly use****Present at School**

<b>/</b>	Present in school am
<b>\</b>	Present in School pm
<b>L</b>	Arrived late but before the register has closed

**Present at Approved Off-site Educational Activity**

<b>B</b>	Off-site educational activity
<b>J</b>	Interview (employer, or other educational establishment)
<b>P</b>	Supervised sporting activity (approved and supervised by Bede's)
<b>V</b>	Educational visit or trip (organised and / or supervised and / or approved by Bede's)
<b>W</b>	Work experience

**Absent (Authorised)**

<b>C</b>	Leave of absence authorised by the school (only in exceptional circumstances)
<b>E</b>	Excluded
<b>H</b>	Holiday authorised by the School (Headmaster)
<b>I</b>	Illness
<b>M</b>	Medical or dental appointment
<b>R</b>	Religious Observance
<b>S</b>	Study leave (Exam year groups only)

**Absent (Unauthorised)**

<b>G</b>	Holiday not authorised
<b>N</b>	(temporary code only) Reason not yet provided
<b>O</b>	Absent without authorisation (School is not satisfied with the reason given)
<b>U</b>	Arrived in School after registration closed

**Absent (Non-statistical)**

<b>X</b>	Absence due to isolation or quarantine in respect to COVID19
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Extracted from DfE guidance '**School Attendance' August 2020 and 'Addendum' 2021-2022**

**Appendix 3****Stage 1 Template Letter for low attendance**

**This letter can be sent by the Tutor for attendance between 80-90% (85-90% at the Prep School)**

[Date]

Dear Mr and Mrs [Name],

I am writing regarding the attendance of [Name] for this academic year to date. Currently our records show that they have an attendance of [ ]% for our statutory registrations completed every day, once in the morning and again at lunch time.

An overall average of [ ]% attendance means that [Name] is missing a week of school within approximately every [insert proportion] week cycle and I am concerned about the impact this is having on their attainment and progress. Research from the Department for Education shows a correlation between attendance and attainment. Comparing pupils results of those with 90%-95% attendance:

Attendance percentages	Proportion of pupils attainment from exam results compared to pupils with 90-95% attendance
85-90%	<b>67%</b> achieved the same results as those with 90-95% attendance
80-85%	<b>48%</b> achieved the same results as those with 90-95% attendance
75-80%	<b>36%</b> achieved the same results as those with 90-95% attendance
70-75%	<b>28%</b> achieved the same results as those with 90-95% attendance
65-70%	<b>24%</b> achieved the same results as those with 90-95% attendance
60-65%	<b>19%</b> achieved the same results as those with 90-95% attendance

In our experience we would expect a pupil at Bede's to have a minimum attendance of above 90% unless there is an associated medical condition or welfare concern and therefore, we must consider whether the school should be made aware of anything regarding their current health. [Add specific context from table comparing their %].

The school understands that adolescents, for a myriad of reasons, find life difficult from time to time and we would like to be as compassionate as possible and have excellent pastoral support resources including the Health & Well-Being Centre. If you have anything that you would like to discuss then please do not hesitate to contact me.

Best wishes,

[Name: Tutor]

cc

[name] (Hm)

[name] (Head of Year)

[name] (Assistant Head Day or Boarding)

**Stage 2 Template Letter for low attendance**

**This letter can be sent by the Hm for attendance below 80% (below 85% at the Prep School)**

[Date]

Dear Mr and Mrs [Name],

I am writing regarding the attendance of [Name] for this academic year to date. Currently our records show that they have an attendance of [%] for our statutory registrations completed every day, once in the morning and again at lunch time.

An overall average of [%] attendance means that [Name] is missing a week of school within approximately every [insert proportion] week cycle and I am concerned about the impact this is having on their attainment and progress. Research from the Department for Education shows a correlation between attendance and attainment. Comparing pupils results of those with 90%-95% attendance:

Attendance percentages	Proportion of pupils attainment from exam results compared to pupils with 90-95% attendance
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In our experience we would expect a pupil at Bede's to have a minimum attendance of above 90% unless there is an associated medical condition or welfare concern and therefore, we must consider whether the school should be made aware of anything regarding their current health. [Add specific context from table comparing their %].

The School recognises that families often need support to improve the attendance of a pupil and provides this support where it can. When a pupil's attendance falls below 80% for a half term this may be reported to the local authority in line with their procedures. The aim of this is to draw on the expertise available from the local authority and so offer support to pupils and families and to improve the pupil's attendance.

I would like the opportunity to meet and discuss [Name's] attendance and will be in touch in due course to arrange a meeting at your convenience.

Best wishes,

[Name: Hm]

cc

[name] (Tutor)

[name] (Head of Year)

[name] (Assistant Head Day or Boarding)