



ATTENDANCE AND REGISTRATION POLICY FOR DUCKS PUPILS (6 MONTHS TO 7 YEARS)

Aims

This policy sets out the College's commitment to meeting its obligations with regard to attendance, including those laid out in the DfE's statutory guidance [Working together to improve school attendance](#), and its processes for managing registration.

The College promotes an ethos that values excellent attendance, which includes:

- setting high expectations for the attendance and punctuality of all pupils;
- promoting excellent attendance and its benefits;
- reducing absence, including persistent and severe absence;
- acting early to address patterns of absence;
- drawing on strong relationships with families and the support of local partners, as appropriate, to ensure that pupils have the support in place to attend the College.

Roles and Responsibilities

The **Board of Governors** is responsible for ensuring that the College fulfils its statutory duties, including maintaining accurate attendance records and working effectively with local partners to help to remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate. Through the Safeguarding Committee, attendance figures are monitored as a means of evaluating the effectiveness of the College's processes in meeting the needs of individual pupils.

The **Master** has delegated to the **Deputy Master Pastoral & Co-Curricular** (the College's Designated Safeguarding Lead) responsibility for:

- the implementation of this policy at the College;
- reporting attendance data to the Governors;
- supporting staff with the monitoring of the attendance of individual pupils;
- overseeing the work with the parents of pupils with special educational needs and/or disabilities (SEND) and any pupils with a social worker or who are looked-after children or previously looked-after children to support the attendance of these pupils; and
- co-ordinating communication with the local authority on attendance matters, particularly when a looked-after child or a pupil with an education, health and care plan (EHCP) has falling attendance.

The **DUCKS Deputy Head** (a Designated Safeguarding Lead) is the College's **DUCKS Attendance Champion** and is responsible for:

- leading on attendance throughout the DUCKS and collaborating with the wider pastoral team in this area;
- identifying any staff attendance training requirements;
- evaluating and monitoring expectations and processes;
- having oversight of attendance data analysis;
- liaising with pupils, parents and external agencies, where needed; creating intervention or reintegration plans in partnership with pupils and their parents; and
- delivering targeted intervention and support to pupils and families.

The Assistant Head Safeguarding oversees the work in this area of the **DUCKS Deputy Head** and the **DUCKS Administrator** who acts as the DUCKS Attendance Officer.

Parents are expected to:

- make sure that their child attends DUCKS every day and on time, save for exceptional circumstances;
- alert DUCKS to their child's absence before 8am on the day of the absence and each subsequent day of absence (and advise when they are expected to return);
- provide the DUCKS with more than one emergency contact number for their child;
- ensure that, where possible, appointments for their child are made outside of the College day; and
- request permission for absence due to exceptional circumstances by emailing the Head of DUCKS at least a week in advance (and to seek authorisation for absence and ahead of booking any tickets).

Pupils are expected to attend DUCKS every day and on time, and every timetabled lesson on time.

DUCKS Kindergarten and Infant School maintains an attendance register. This is completed at the following points during the school day:

- Before School Care
- Morning Registration
- Afternoon Registration
- After School Care

Absences from Before School Care are noted.

For welfare, health and safety, pastoral and educational reasons, all pupils are registered at both Morning and Afternoon Registration. Any absences from those Registrations are reported and recorded via iSAMS by 9am and 2pm.

Absences from:

- Morning Registration (having attended Before School Care); or
- After School Care or Afternoon Registration (in both cases where a child has been in school and has not otherwise been collected from school) are dealt with pursuant to the DUCKS Missing Child Policy.

Registration is a key element of DUCKS safeguarding arrangements:

- If a pupil is not at school and an absence has not been reported, such absence must be followed up with relevant parents/guardians to establish where the pupil(s) are.
- Whilst the pupil may simply be off sick at home with appropriate care, this may not be the situation. The pupil may be at risk of harm and may be in distress.
- As the College's Safeguarding (Child Protection) Policy states, a pupil going missing from an education setting is a potential indicator of abuse and neglect. Prolonged or repeated absences, or particular patterns of absence (with no satisfactory explanation) are treated by the College as a potential safeguarding issue and action is taken accordingly, including making a referral if required.

Morning and Afternoon Registration

Morning Registration taken between 8.55 and 9.00 in classrooms is the Class Teachers' responsibility. The Afternoon Registration is taken between 12.40 and 13.30 (depending on the age group of the children).

The register should be taken on iSAMS or with a paper copy or an email sent to DUCKS Administrator should the system not be available. Morning and Afternoon Registration must be completed within the above-mentioned two timeframes, and pupils should only be marked as: present (yes) or absent (no) or late (see absence codes below). It is important that any pre-entered absence codes are not overridden.

A pupil must be physically present in the room to be marked as such: they cannot be registered as present based on an email or message.

If a register is incomplete (this can happen if iSAMS is used and the window is closed before the software has finished updating), the relevant staff member will receive an automated notification. They must respond to this reminder and complete the register immediately. If there are technical problems that prevent the register from being taken on iSAMS during the registration windows, the DUCKS Administrator must be provided with an accurate list of those present.

Lateness

If a pupil arrives after the register has been taken, they should be marked as late, and the iSAMS should be refreshed so that this information is captured.

Educational Visits

Pupils involved in other activities such as educational visits will be registered upon arrival, at various intervals and at departure. Please see DUCKS Educational Visits' Policy (Outings).

After School Care and Clubs

Pupils are registered for after school clubs and after After School Care with this policy. Every pupil's attendance is registered when they arrive at the club. Registers are submitted to the After School Care staff and followed up if there are anomalies.

Leaving DUCKS

Should pupils need to leave school early, a written request is sent to their child's Class Teacher, DUCKS Administrator or Head of DUCKS.

Absence

The College uses the appropriate national attendance and absence codes from the *School Attendance (Pupil Registration) (England) Regulations 2024* (see Appendix). Non-routine leave of absence, including leaving before the end of term, can only be authorised by the Head of DUCKS, or, in their absence, their Deputy, and requires at least one week's notice.

Where the class teacher receives notification of a pupil's absence after roll call, they inform the School Administrator as soon as possible.

Following Up Absences

DUCKS follows up on absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not; and
- identify the correct code to use.

The information given to the DUCKS School Administrator must be accurate and up-to-date when the register is taken so that parents are not contacted unnecessarily. Any absences for which the reason remains

unknown by 9.30am are followed up by a telephone call and/or email to parents. If this remains the case by 10am, the pastoral team is informed.

If a pupil is absent from school for more than two days, the class teacher should contact home to ask about the pupil's health and wellbeing (even though contact will normally have been made with and the relevant information passed on to the relevant office).

Monitoring Attendance

On an ongoing basis the DUCKS School Administrator will identify pupils who are arriving late regularly and pass on to form teachers and Deputy Head Pastoral and Operations.

On a fortnightly basis, attendance reports are reviewed by the Deputy Head Pastoral and Operations in order to:

- identify pupils who are regularly late or with attendance of less than 90%, and intervene as necessary;
- review each absence with the code N and, if the reason is still not established, replace this with an O (an N must not be allowed to remain in the register indefinitely).

At the end of each month, the College's Assistant Head Safeguarding downloads and reviews the attendance register for Years Reception to Year 2 in accordance with ISI regulations. A paper back-up copy of the central attendance register (organised by Year Group and by month) is stored in the Attendance Office for six years after the last entry was made.

The Assistant Head Safeguarding produces a report on attendance to the Governors' Safeguarding Committee on a termly basis.

Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the College's strategy for improving attendance. The College:

- uses attendance data to find patterns and trends of persistent and severe absence;
- considers potential safeguarding issues and, where suspected or present, address them in line with *Keeping Children Safe in Education*;
- holds regular meetings with the parents of pupils who the College (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to discuss attendance and engagement with the College;
- listens to understand barriers to attendance and outline support available;

- explains the potential consequences of persistent and severe absence; and
- provides access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.

Supporting Pupils Who Are Absent or Returning to DUCKS

The College adopts a proactive approach to pupils who are absent owing to complex barriers, and seeks to intervene in a timely and collaborative fashion. This will generally, but not exclusively, involve:

- meetings between the parents and Leadership team (and external agencies as required) – including review meetings on the pupil's return;
- a phrased return, with manageable timetable adjustments; in liaison with academic staff;
- regular one-to-one meetings.

The College is particularly alert to the difficulties faced by pupils who are absent owing to mental or physical ill health, have SEND or have a social worker, and by looked-after children (or previously looked-after children). DUCKS Leadership Team work closely with mental health professionals (including the counselling team) and the Learning Support Department in their collective care of these pupils. Where a pupil has an EHCP and their attendance falls, or DUCKS becomes aware of barriers to attendance that relate to the pupil's needs, the College will inform the pupil's local authority.

Working With Local Partners

- **New pupil and deletion returns:** the College notifies the local authority when a pupil's name is added to or deleted from the admission register outside of standard transition times.
- **Attendance returns:** the College provides 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:** the College provides 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.

Breach of this Policy

The College is failing in its responsibilities to its pupils if it does not register their attendance and follow up on their absence. In addition, failing to carry out registration puts the College in breach of its legal obligations and at risk of a finding of non-compliance on inspection.

Persistent failure by a member of staff to comply with this policy is likely to result in disciplinary action.

Further guidance

In addition to *Working together to improve school attendance*, this policy draws on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and 2010, 2011, 2013, and 2016 amendments) and [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education 2024](#)
- [Children missing education 2016](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Policy Owner:	Head of DUCKS
Last Reviewed:	June 2024
Date of Next Review:	Academic Year 2025-26

APPENDIX

REGISTER OF CODES

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the DUCKS		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the College
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the College
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience

D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the College
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school because of a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence owing to exceptional circumstances
Absent – other authorised reasons		

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend owing to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from the College and no alternative provision has been made
Absent – unable to attend the College because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend the College because the local authority has failed to make access arrangements to enable attendance at the College
Y1	Transport not available	Pupil is unable to attend because the College is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of College premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole College site unexpectedly closed	Every pupil absent as the College is closed unexpectedly (eg owing to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are in police detention; remanded to youth detention, awaiting trial or sentencing; or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the College would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the College	Pupil is absent for the purpose of a holiday not approved by the College
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the College is not satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived at the College after registration closed	Pupil has arrived late, after the register has closed (ie 9.15am or 3.15pm) but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined the College yet but has been registered
#	Planned whole-College closure	Whole-College closures that are known and planned in advance, including College holidays