



**BURY**  
GRAMMAR SCHOOL

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## **Attendance Policy**

**Date Approved:** September 2019  
**Last reviewed:** September 2024  
**Review Date:** September 2025  
**Author:** Senior Deputy Head (Pastoral)

**This policy is for Bury Grammar School**

## Introduction

This policy applies to all pupils within school from their 5<sup>th</sup> birthday.

The school expects full attendance. It is important for pupils to establish good attendance habits early on in their school career. It is the responsibility of the Principal and the governors to support good attendance and to identify and address attendance concerns promptly. It is the responsibility of parents to ensure their child attends school regularly and punctually. This is a legal requirement in accordance with section 444 (1) of the Education Act 1996.

The School is open for approximately 180 days each year and pupils are expected to be in attendance at all times, save for periods of official study leave, staff development days (designated home study days for pupils) and a small number of other occasions (e.g. the Infants do not attend at all on Founders' Day and Juniors and Seniors have a holiday in the afternoon).

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE)'
- DfE (2023) 'Providing remote education'
- DfE (2024) Sharing Daily Pupil Attendance Data

## **Definitions**

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed
- Not attending school for any reason

### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

### **Persistent absence (PA)**

- Missing 10 percent or more of schooling across the year for any reason

## **4. Access to School Buildings**

Pupils are not permitted in the school buildings before 7.30am and must leave the school at the end of the school day unless they have signed into the After School Club or are participating in an extra-curricular activity under the supervision of a member of staff.

## **Time of Registration and Register Packs (to Update)**

The school is under a legal obligation to register the presence and absence of all pupils. Kindergarten can be dropped off from 8am and are registered at 9am and 1.00pm. In the Primary Division, including Reception pupils children are able to come into school from 8am and provision is in place from 8.15am Registration takes place between 8.40am - 8.45am in their form room with the Class Teacher. In the Senior School and Sixth Form, Form Tutors are expected to be in their form rooms before the registration bell so that the registration can be carried out at 8.45am. In the Senior School and Sixth Form, Form Tutors are expected to be in their form rooms before the registration bell so that the registration can be carried out at **8.45am**.

Pupils in the Primary Division and Kindergarten are registered at morning and afternoon registration. If they leave school, they are signed out on the electronic system. If they leave school, they sign out using the electronic system.

It is compulsory for Sixth Form students to attend registration each morning and afternoon with their tutor. Sixth Form students may leave to go home at 2.00pm, following afternoon registration, if they do not have lessons for the rest of that day. Special permission must be sought from parents if a student does not have any published lessons for that day and wishes to study at home.

On Wednesday afternoons Year 12 students can choose to participate in either sport or community service. An accurate list of pupils who participate in community service or supervised study on Wednesday afternoons as an alternative to sport will be maintained. The Sixth Form team will contact each community service placement and confirm attendance. Students in Year 13 have the same choices as Year 12 but also have the privilege of completing study at home or in school, if they choose, following the January assessments.

Attendance at registration is a requirement and pupils are expected to arrive punctually. Repeated late arrival to morning registration will result in sanctions. Parental communications will take place with the parents of pupils in the Primary Division who have repeated late arrival to morning registration. This will be with the form teacher in the first instance and then with the Primary Assistant Head Pastoral where appropriate. Parents are under an obligation to ensure that their child arrives at school on time. If a pupil or student is absent from registration, then they will be marked with a code 'N'.

In the Primary Division the class teacher is responsible for completing the register and the admin team follow up any absences. In the Senior School and Sixth Form, it is the responsibility of the **Form Tutor** (AM registration) and Form Tutor teacher / Sixth Form (PM registration) Secretary to take the register on iSAMS and the admin team, with the support of the wider pastoral and sixth form team to follow up any absences.

## **Attendance Register**

The school uses **ISAMS** to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Form Tutors and Class Teachers will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.

- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged by the LA
- P = Participating in a supervised sporting activity
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend school
- 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
- Z = Prospective pupil not on admission register

When the school has planned in advance to be fully closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

The school will share its daily attendance data with the DfE directly from the management information system.

Every entry received into the attendance register will be preserved for six years.

### **Closure of Registers**

Registers across the School are closed at **9.05am** for the morning session and at **2.50pm** for the afternoon session.

### **Late arrivals before the registers close**

If the time of arrival means that it is still possible to attend form registration, pupils should go to their form rooms and register with their Form Tutor. If the registration period has finished pupils should register at the School Office. The pupil will receive a late (**L**) mark.

### **Late arrivals after registers close**

If a pupil arrives after the register has been closed, they must sign in at the School Office. Such a late arrival will be recorded as an unauthorised absence code (**U**) and the time of arrival marked on the register together with the reason that the pupil has offered. The absence will remain unauthorised until the Office has received direct communication with parents which explains the late arrival. This may enable the late arrival to be recorded as an authorised absence if the reason is appropriate.

### **Authorising parental absence requests**

Parents are expected to request permission in advance for any absence other than illness and the School reserves the right to refuse it. Permission to be absent from school (other than for a brief absence during the school day – eg for a medical appointment – in which case permission should be sought from the relevant Form Tutor) must be sought, in writing, from the Principal. Parents are asked to make these requests with as much notice as possible. Each request for absence is treated on an individual basis. Occasionally pupils' parents request permission for absence for other reasons such as competing in national or international sports tournaments or attending family weddings. Each request is assessed on an individual basis. Pupils of other faiths are allowed to take additional religious holidays eg Jewish New Year, Day of Atonement, Eid but these must be requested by the parent in writing. Sixth Form students must not arrange driving lessons for during the school day.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Principal in writing prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Medical or dental appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Attending an interview for employment or for admission to another educational institution**

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

### **Study leave for a public examination**

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with. Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

### **Pupils subject to a part-time timetable**

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

### **Religious observance**

Parents will be expected to request absence for religious observance in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Parent travelling or occupational purposes**

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to, and be dual registered at that school.

### **Permission to not participate in PE**

We require written confirmation from parents of a pupil's inability to take part in PE. For longer term inability to participate, we may require communication from a GP/physiotherapist. PE/Games is part of the educational curriculum offered at BGS and participation in it is mandatory. Participation will be monitored closely by the PE department and concerns referred to Form Tutors.

### **Term dates and holidays**

Term dates are published well in advance, so that parents/guardians can make holiday arrangements which do not require pupils to be absent from school. Parental requests for a pupil to return to school after the beginning of term, to leave school before the end of term, or to be absent during term, must be made in writing to the Principal well in advance and should be seen as an exceptional occurrence, made because of very special circumstances. Absence owing to holiday will only ever be authorised in exceptional circumstances at the discretion of the Principal.

### **SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHCP plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:



- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

### **Absence in exceptional circumstances**

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel.
- Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

### **Absence from school owing to illness**

In cases of illness, parents should notify the School before 9.00 am. If contact has not been made with the School, a member of the School Office will contact home after 9.30am to establish the cause of the absence. This should occur every day during the period of absence unless it is clear a child will not return to school until a particular date. This will enable the School Office to authorise

that absence with the appropriate code without the need for a written note, as long as the parent provides an appropriate reason for the absence to be authorised. This can only occur if contact has taken place with a parent or someone with responsibility for the child. Absence notes given to Form Tutors or to the School Office can be shredded once registers have been amended unless reason is given by a member of SLT to keep notes. These will be stored centrally. If contact cannot be established, the absence will be classed as unauthorised (**code O**). The office staff will always call two numbers to follow up any unexplained absences and liaise closely with the pastoral team if contact has not been established.

Parents are advised to only keep their child off school if they really are too ill or infectious to attend school. In the Senior School and Sixth Form, a child with vomiting and diarrhoea should be kept off school until they are well again, and their temperature is in the normal range.

In the Primary Division, a child with vomiting and diarrhoea should be kept off school for 48 hours following the last occurrence of illness and until they are well again, and their temperature is in the normal range.

### **Persistent absence (PA)**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked After Children/Children in Care
- Young carers
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering academic mentor support to build confidence and bridge gaps in learning.
- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Having regular check-ins to review progress and assess the impact of support.
- Making regular contact with the pupil's parent to discuss progress.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the School's Safeguarding Policy.

### **Truancing from school**

Truancing from school or from lessons is considered to be a very serious offence and a pupil should expect the School to deal with such conduct as serious misbehaviour. All cases of truancing are reported to the Deputy Head (Pastoral). Repeated (more than once) acts of truancing may result in the position of the pupil within the school being reviewed.

## **Absent pupils**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the DSL/ DDSL Immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The libraries
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located if appropriate

The school will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the School's Behaviour Policy.

The school will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, with actions taken and decisions made and policies and procedures will be reviewed in accordance with the outcome where necessary.

## **Monitoring of attendance and punctuality**

Heads of Year monitor punctuality and attendance. Continued lateness to school will result in sanctions. The school may contact parents when a pupil's attendance falls below 95% and there has been more than one period of absence. The school will also contact the parents of all pupils

whose attendance is below 90% to make parents aware of the rate of absence and also to offer support and advice. Concerns about attendance are also raised by Heads of Year with the Senior Deputy Head (Pastoral)/ Senior Teacher Pastoral using CPOMS and pastoral meetings in school.

Where a parent has not supplied a reason for an absence within 5 school days, the absence will be deemed as unauthorised, and the code changed from 'N' to 'O'. If a subsequent reason for the absence is provided by a parent, then the absence may then be authorised with an appropriate code.

The school will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND and LAC
- Those at risk of Persistent Absence

The school will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The school will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Senior Deputy Head Pastoral and wider pastoral team will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Governors will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

Where possible, the school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

## **Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The School will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will be offered regular and ongoing training.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## Attendance Monitoring procedures

### Primary Procedures

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<u>Absence period</u>	<u>Action</u>
<b>Step One – Initial absence Day One</b>	Member of Primary Admin rings home to enquire nature of absence
<b>Step 2 - Below 95% (at end of a half term)</b>	Class Teacher to make contact with parents to inform them that attendance has fallen below 95%
<b>Step 3 - Below 90% (at end of a half term)</b>	Assistant Head (Pastoral) sends attendance letter home.
<b>Step 4 - Below 90% (at end of a term) - second occurrence</b>	Face to Face meeting with Assistant Head (Pastoral)
<b>Step 5- Below 75% or repeated occurrence</b>	Assistant Head (Pastoral) face to face meeting If letter and parent meeting have failed to bring about improvement, consultation with Education Welfare Officer at Bury Local Authority for advice.

### Seniors and Sixth Form

<u>Absence period</u>	<u>Action</u>
<b>Step 1 - 3 consecutive days of absence</b>	FT to make phone call home on 3rd day or flag with Pastoral Officer (PO) to make phone call home. FT or PO to call home.
<b>Step 2 - Below 95% (at end of a half term)</b>	Email from PO informing parent of pupil's attendance % – advising that it is school policy to inform parents where attendance falls below this level. See template below.
<b>Step 3 - Below 90% (at end of a half term)</b>	Initial supportive HOY letter. See template below.
<b>Step 4 - Between 75% and 85% or insufficient improvement or worsening absence after already initiating Step 3.</b>	Options depending on the circumstances: <ul style="list-style-type: none"> <li>• Second email (where appropriate)</li> <li>• HOY phone call home</li> <li>• HOY face-to face meeting</li> <li>• DHP face to face meeting</li> </ul>

<b>Step 5- Below 75%</b>	DHP face to face meeting If letter and parent meeting have failed to bring about improvement, consultation with Education Welfare Office/ Attendance Team at Bury Local Authority for advice.

## Reporting on attendance and reporting concerns

Parents should be aware that the school is required to report on attendance to Further and Higher educational establishments. A poor attendance record can significantly disadvantage an application to such an establishment. Parents are provided with registration certificates with full school reports. They should check the accuracy of the attendance certificate and if they wish to query it should contact their child's Form Tutor.

Parents should be aware that the School has a legal duty to report the following to the Local Authority:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence);
- Failure to attend regularly (typically attendance <87% without good reason), and
- The deletion from the school register where the next school is not known.

## Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, 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 will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## Attendance Policy Issues and Updates

Date	Policy version	Summary of key change(s)
Sept 2023	1	Additional information in introduction, inclusion of legal framework and definitions. Time of registration amended to include information on primary division. Paragraph 16 included to reflect procedures for persistent absence and more information added to 17 for monitoring attendance.
Sept 2024	2	Updated to reflect new school day and afternoon registration and Working Together to Improve Attendance 2024