Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S BRAMLEY

ATTENDANCE POLICY

'Believe… Achieve… Succeed'

Policy Holder	Vic Alexander Kirsty Meredith Denise Irons
Date Approved	November 2025
Approval	Pastoral Committee
Date for next review	November 2026

Key School contacts

Senior School Senior Attendance Champion is Kirsty Meredith	Email: kirsty.meredith@stcatherines.info Telephone number: 01483 899604
Prep School Senior Attendance Champion is Denise Irons	Prep School Attendance Champion Email: denise.irons@stcatherines.info Telephone:01483 899745
Other key contacts	Deputy Attendance Champion Email: vic.alexander@stcatherines.info Telephone: 01483 899651

Scope and application

This policy applies to the whole School [including the Early Years Foundation Stage (**EYFS**)]

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

Regulatory framework

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

- Education (Independent School Standards) Regulations 2014;
- National minimum standards for boarding schools (Department for Education (**DfE**), September 2022);
- EYFS statutory framework for group and school-based providers (DfE, September 2025);
- Education and Skills Act 2008;
- Children Act 1989;
- Sponsorship Duties (UKVI, May 2025);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- Keeping Children Safe in Education (2025)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance statutory guidance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2025);
- Children missing education (DfE, August 2024);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Providing remote education: guidance for schools (DfE, updated August 2024); and

- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)]

Rationale

An accurate record of pupil attendance is a requirement in law and is vital in order for us to fulfil our duty of care, whether a pupil is being educated on site, or elsewhere.

There is an undoubted – and proven - link between attendance and attainment, and we are grateful at St Catherine's to have a strong partnership with parents and guardians in ensuring that pupils' attendance is very good and they are able to fulfil their potential, both in their academic studies and in their development of social skills.

Publication:

This policy is available on the school website and sent to parents of new pupils as they join the school. All parents are reminded of its importance at the start of each school year.

Pastoral staff ensure that all pupils are made aware of the importance and benefits of regular attendance, and an individual's attendance record will be stated on her school report.

Aims

St. Catherine's School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.
- ensure that any authorised absences are granted appropriately for activities/opportunities that are significant to the educational development of the pupil.
- promote the support networks in place to help pupils to achieve excellent attendance and so achieve their potential.

If the aims of St Catherine's are being met, and its ethos fulfilled, pupils should – and do - want to attend School regularly.

In order to achieve these aims, we adhere to the following principles:

- Parents and guardians are aware of their responsibilities to send their children to school on time and to provide reasons for absence or persistent lateness (please note that Boarding Housemistresses will report absence e.g., for illness, for the boarders in their care)
- Pupils are aware of the expectations for attendance and punctuality
- In the Senior School, electronic registers are taken at the beginning and end of every day and at the beginning of every lesson
- In the Prep School, registers are taken at the beginning of both the morning and afternoon sessions. A dismissal register is also kept by each form teacher
- Registers are accurate and personal details are kept up to date
- Staff will raise any concerns about attendance or punctuality with the relevant tutor/form teacher, who will follow up as necessary
- Strategies are developed by the appropriate pastoral staff to support pupils whose absence and/or punctuality is a cause for concern
- Individualised support is offered to any pupil who is returning to school after an extended period of absence
- The links between attendance and punctuality and pastoral and safeguarding issues are recognised as potential concerns and outside agencies are involved as appropriate
- In developing and implementing this policy, the school is required to consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Children

The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the St. Catherine's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes, and strategies; and

- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation.

School Procedures regarding Absence Notification

On the first day of absence and on *each* subsequent day, parents report an absence using Edulink, the absence reporting icon on the main menu of the homepage. Click on the absence reporting icon to inform the school of any absence and the reason for it.

If the school is unaware that a pupil is absent, this will be recorded as an unauthorised absence, and the School Office Administrator will phone parents to ascertain their daughter's whereabouts.

There are two main categories of absence:

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for absence or has given approval in advance for an absence. If no explanation is received, absences cannot be authorised. These cannot be for additional holidays but could be for national representative honours in sport, for example, or an exceptional academic opportunity. It could also include a significant religious observation.

Unauthorised absence is when the school has *not* received a reason for absence or has *not* approved a pupil's absence from school after a parent's request. Unauthorised absence can include, for example:

- Extended holidays
- A birthday or other family celebration falling on a school day.
- Unexplained absences
- Truancy

Formal registration times in the Senior School are at 8.30am and 2:15pm. A lesson register is taken at the beginning of every lesson and at 4pm. Any pupil arriving after 8.30am should sign in at the School Office.

Registration in the Prep School is at 8.35am and 1.35pm. Most lessons are taught by the form teacher. Specialist teachers maintain their own records for each lesson.

Key Roles and Responsibilities

Improving attendance is a school leadership issue and the Senior Attendance Champions Kirsty Meredith in the Senior School and Denise Irons in the Prep School have overall responsibility for championing and improving attendance in school.

To ensure the efficient discharge of responsibilities under this policy, the Head has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	DSL and Attendance Champions	As required, and at least termly
Monitoring the implementation of the policy	DSL and Attendance Champions	As required, and at least termly
Analysing attendance and absence data	DSL and Attendance Champions	As required, and at least termly
Formal annual review	DSL and Attendance Champions in liaison with Heads	Annually

- The Governing Body and Senior Leaders are responsible for
- ensuring the School fulfils statutory duties including that school registers are accurate and that the required attendance information is shared with the local authority and the department for education as and when necessary
- ensuring the school responds to non-attendance and / or lateness proactively, firmly, consistently and with care, and with reference to this policy, its safeguarding policy, and the behaviour policies in Prep and Senior School ensuring that the School works effectively and respectfully with pupils and their families
- ensuring that the school liaises effectively with outside agencies where relevant to help remove barriers to attendance and keeps them informed about specific pupils, where appropriate
- promoting the importance of school attendance, setting high expectations for every pupil, and consistently communicating those expectations to pupils and parents
- ensuring that the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- ensuring that the School adapts absence processes and supports individual pupils' needs
- monitoring whole school attendance figures and regularly evaluating the effectiveness of the School's processes and reviewing interventions and looking for any patterns or trends.

- ensuring that all staff receive adequate training on attendance as part of their continued professional development so that staff fully understand:
    - The importance of regular attendance
    - That absence is very often a symptom of wider issues
    - The School's legal requirement to keep attendance records
    - The School's strategy and procedures for tracking, following up on and improving attendance

The Senior Attendance Champions are responsible for:

- The implementation of this policy
- Monitoring school-level absence data and reporting it to leadership and governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with parents of pupils with special educational needs and/or disabilities (SEND) to develop specific, supportive approaches for attendance for pupils with SEND
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Regularly communicating the school's high expectations for attendance and punctuality to parents and pupils.
- Leading and maintaining the School's excellent record of attendance at all levels by building productive relationships with parents and pupils
- Setting a clear vision for improving and maintaining good attendance for individual pupils where necessary
- Establishing and maintaining systems for evaluating and monitoring attendance expectations, ensuring all relevant processes for tackling absence are properly implemented and managed, and overseeing absence data and its analysis in timely manner
- Using analysis to provide regular attendance reports to tutors / form tutors to facilitate discussions with pupils and to leaders, including the Academic Mentoring (SEND) Department
- Liaising with pupils, parents, and carers if attendance slips below 90% and with external agencies, when and if necessary
- In the case of persistent absences where Safeguarding may be a concern, consider consulting Surrey Safeguarding Children's Partnership

- If the issue of poor attendance persists, the school may refer to the Local Education Authority for advice. Pupils will be helped to reintegrate into school with the help of outside agencies where appropriate. This could involve strategies such as a reduced timetable, for example. Any negative issues, such as bullying, which may affect attendance must be addressed and a support plan put in place
- Ensuring a social worker who supports a pupil is aware of any attendance concerns,creating targeted intervention or reintegration plans in partnership with pupils and their parents/carers if and when necessary
- Benchmarking attendance data at whole school, year group and cohort level to identify areas for improvement

Tutors/Form Teachers

Tutors (Senior School)/Form teachers (Prep School) are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct code, and submitting this information via Edulink (see Attendance Codes at Appendix 1).In the Prep School, form teachers are the first point of contact with parents and will support members of their form in matters of attendance and punctuality, and in helping them catch up on any work missed.

In the Senior School, House Tutors/School Housemistresses or Masters/Sixth Form tutors are the first point of contact with parents and will support members of their form in matters of attendance and punctuality, in liaison with the Senior Housemistress or Head of Sixth Form.

In both schools, parents are asked to confirm absence through the Edulink app in the morning on every day of absence. If a pupil is not accounted for at morning registration and after various checks have been carried out, parents are contacted.

If a pupil has been absent for a period of time, the following procedures will be put in place:

- She will be helped by her form tutor/form teacher to catch up on work and on any information that she may have missed. If she is able to complete work while she is absent from school, her tutor will coordinate this being sent home via Microsoft Teams in the Senior School and by email or Google Classroom in the Prep School. The School does not offer access to lessons remotely as it is not part of the School's standard provision and cannot replicate the full educational experience delivered on site.
- As soon as she returns to school, a realistic and manageable plan will be drawn up to help her catch up
- Teaching staff will offer their assistance to help her get up to date and, in the Senior School, she can attend subject clinics in some subjects
- Form tutors/Form teachers are also expected to support pupils who are persistently late by setting targets for improvement and encouraging them to meet these and speaking directly to parents in the first instance to log concerns.

- The Senior Housemistress/Head of Sixth Form and Director of Studies in the Senior School should be kept informed throughout. In the Prep School, all SMT should be kept informed throughout, including any measures put in place for support.

Administrative Staff

Administrative staff in both Schools will:

- deal with Edulink notifications pertaining to absence that come through to the School Offices in line with our protocols for reporting or requesting absence. This notification from Edulink will automatically pass this information on to the relevant form tutor
- transfer concerns to the pastoral staff and Senior Attendance Champions where appropriate

Parents are asked to:

- ensure that their daughter is punctual in her arrival at School
- contact the school to report their daughter's absence before 8.30am on *each* day of absence
- ensure that, where possible, any necessary medical/dental appointments are made outside the school day
- make any application for an authorised leave of absence at the earliest opportunity
- liaise with their daughter's tutor/form teacher or Senior Housemistress/Head of Sixth Form if they need support with their daughter's attendance

Parents are asked not to collect their daughter from school if she feels unwell unless asked to do so by the school's Health Centre

Pupils are asked to: to attend all registration sessions, timetabled and extra-curricular sessions, on time.

- Ensure they do not leave a lesson or the school site without permission of the school
- Be aware that any unexplained absence will be followed up
- Persistent lateness or non-attendance will result in action being taken by the school. Depending on the circumstances, this action may be:
    - Offers of support in identifying and addressing any barriers to attendance
    - Communication with parents
    - Reporting to agencies such as Children's Services
    - Sanctions against them in line with the school's behaviour policy (Prep and Senior)

  Any pupil experiencing difficulties which might discourage or prevent them from attending School or specific lessons regularly, may speak to any member of staff, although the school encourages them in the first instance to speak to their Tutor.

Support for Pupils having difficulty with attendance

The School recognises that there may occasionally be situations where a pupil's attendance falls below what is expected due to unforeseen circumstances, such as serious illness or family bereavement. Some

pupils may experience difficult circumstances where they need extra support. We will work with parents in supporting pupils to attend school and making reasonable adjustments as appropriate.

If a pupil misses school, there may be an issue that parents or school are not aware of and it is important to identify this and put in place early intervention strategies to support her. The first point of contact for parents should be their daughter's tutor/form teacher.

St Catherine's has a wide range of support systems within its pastoral structure including an experienced pastoral team, an academic mentoring department, school nurses, a counsellor and two resident school psychologists as well as the Attendance Champions. The school will ensure that girls missing school because of physical or mental ill-health, or those with SEND, will be given extra, individualised support.

Attendance Monitoring and Use of Percentage Data

Attendance data is reviewed on a weekly basis by the pastoral team. While the threshold of 90% attendance is used as a guide for potential intervention, we recognise that attendance percentages can be skewed at certain points in the year—for example, when a small number of absences early in the term disproportionately impacts a student's overall percentage. For this reason, percentage data alone will not trigger automatic action.

Weekly monitoring includes contextual notes recorded alongside each pupil's name. Where absences are justified, understandable, and clearly not indicative of an emerging pattern of concern, this monitoring process will support a *no-action* outcome despite the percentage figure.

However, where concerns do arise—such as repeated absences, patterns that do not align with the reasons provided, or any unusual circumstances—the expectation is that tutors or the pastoral team will take early supportive action in the first instance.

If this initial support does not lead to improvement, or if a student is absent for more than six days, the school may issue Letter 1. Letters 2 and 3 will follow if attendance does not improve or if concerns continue to escalate.

This approach ensures that attendance monitoring is both consistent and proportionate, balancing the use of data with professional judgement and contextual understanding.

Attendance Monitoring Guideline

- Below 90% attendance is used as a guideline, not an absolute trigger.
- Attendance data can be skewed by the number of days in the term versus days absent, so this figure is a flag for review, not an automatic action.
- If attendance falls below 90%, tutors and form teachers will monitor the student closely and check that absences are validated and proportional.
- If both the data and concern indicate a potential issue, the case can be escalated to Attendance Champions for further review and intervention.

- If two days of unauthorised absences is recorded the DSL will investigate further and take appropriate and immediate action

Continuing absence

Should a pupil be absent from school without parental contact and if the school is unable to make contact, this will be treated as a safeguarding concern and referred to the DSL/Attendance Champion.

If a pupil has ten consecutive days of absence with codes N, U or O this will be reported to the Local Authority immediately.

15 days' absence

The School recognises that all schools must provide 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 whom 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.

The relevant school DSL will notify the Local Authority in such cases.

Frequent absence

Where a pattern of absence develops, the tutor/form teacher will speak with the pupil, and parents will be contacted. The school may liaise with external services or professionals such as the pupil's GP. This forms part of the school's duty of care towards all pupils.

Persistent absence

Research shows that gaps in attendance affect attainment, particularly when attendance falls below 95%. As such, absence is monitored thoroughly, and all attendance data is shared with the local authority and the Department for Education. All pupils whose attendance falls below 90% will have a support plan to help her return to full attendance.

Requests for Leave of Absence for additional holidays in term time

School holiday provision is generous and provides ample opportunity for family holidays. We politely request that parents do not disrupt their daughter's education by making holiday arrangements that require her to miss school. Holiday leave cannot be granted in term time unless the circumstances are exceptional and only then if her attendance record is strong.

Any requests for absence of a full day or more should be addressed to the relevant Head and authorisation is at her discretion.

Punctuality

Punctuality is also very important. We appreciate that there are circumstances outside parental control, e.g., unexpected road closures or poor weather, delayed school or public transport etc, and we are understanding of this. Persistent lateness, however, can impact the development of social skills and opportunities to bond with peers if form time is missed. The start of the day lacks time for settling, sorting equipment, attending assembly etc and is 'rushed' from the outset. This is unsettling to pupils of all ages.

In both schools, if a pupil is late, she must sign into the relevant School Office on her arrival.

All attendance records are retained for a minimum of 6 years

This policy will be reviewed annually or sooner if there are statutory revisions.

Appendix A

Attendance Codes

CODE	DESCRIPTION	MEANING	*NOTES*
/	**Present (AM)**	**Present**	
****	**Present (PM)**	**Present**	
L	**Late (before registers closed)**	**Present**	
B	**Any other approved educational activity** (not sporting activity or work experience)	**Present - Approved educational activity**	*Record the nature of the activity.* *Must be off-site, of an educational nature, take place during the attendance session, and be physically supervised by someone the school considers to have appropriate skills, training, experience and knowledge. The school must have approved the pupil's attendance at the activity and have arrangements in place to ensure safeguarding, welfare and for the provider to notify any absence to the school.*
K	Education provision arranged by the local authority	Present - Approved educational activity	*Record the nature of the provision e.g. home tutoring, approved framework for alternative provision, blended learning.*
P	Sporting activity	Present - Approved educational activity	*Must be a sporting activity and meet all the requirements as for 'B' above.*
V	Educational visit or trip	Present - Approved educational activity	*Must be arranged by or on behalf of the school and take place during the attendance session. If a pupil was due to attend a visit, but does not, the relevant absence code should be used instead.*
W	Work experience	Present - Approved educational activity	*Must be arranged by the school/LA as part of the pupil's education and meet all the requirements as for 'B' above.*
C	Absent with leave (exceptional circumstances)	Authorised absence	*Use this code for any absence with leave not covered by another leave or absence code.* *Should not be granted (and in state schools must not be granted) unless there are exceptional circumstances*

C1	Participating in a regulated performance or regulated employment abroad	Authorised absence	*Supported by a relevant licence or exemption (see guidance for more details)*
C2	Part-time timetable for compulsory school age pupil	Authorised absence	*In exceptional circumstances e.g. due to a medical condition. Should not be used to manage behaviour.* *Must be agreed with parent, be part of wider support plan, have regular review dates, have a proposed end date (shortest time necessary).*
E	Excluded (no alternative provision made)	Authorised absence	*Suspended or permanently excluded on disciplinary grounds where their name is still entered in the admissions register.* *Must not be used for exclusion for non-payment of fees.*
I	Illness (NOT medical or dental appointment)	Authorised absence	*Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.*
J1	Interview for employment / admission to another educational institution	Authorised absence	*Applies only to interviews (e.g. not open days).* *Transition days at other schools would be recorded under 'B' (if conditions met) or 'C' if not.* *Must take place during the session for which absence recorded.*
M	Medical/Dental appointments	Authorised absence	*Parents should be encouraged to make appointments out of school hours*
R	Religious observance	Authorised absence	*Day set by the religious body the parents belong to (not parents themselves) which would expect parents to stay away from employment. If the religious body sets a single day then only 1 days should be recorded 'R' with any additional time given recorded under 'C'.*
S	Studying for a public examination	Authorised absence	*Guidance says study leave should not be granted by default and should be used sparingly. This code may only be used for study leave for public exams (i.e. not for internal exams/mocks).*

T	Parent travelling for occupational purposes	Authorised absence	*Pupil is a mobile child (no fixed abode) and their parent is travelling in the course of their trade or business and the pupil is travelling with them.*
G	Holiday not granted by the school	Unauthorised absence	*Leave cannot be authorised retrospectively if the parent does not apply in advance.*
N	Reason for absence not yet established	Unauthorised absence	*Where the reason has not been established before the register closes. If no reason established within 5 school days this must be amended to 'O'.*
O	Absent in other or unknown circumstances	Unauthorised absence	*Where no reason is established or where the school is not satisfied that the reason would be recorded using an authorised absence code.*
U	Late (after registers closed)	Unauthorised absence	*Pupil has arrived late after the register has closed by before the end of the session.* *The attendance policy must state how long the register will remain open (not more than 30mins).*
D	Dual registered at another school	Not counted in possible attendances	*Pupil is attending another school (e.g. hospital school) at which they are registered.*
Q	Lack of access arrangements	Not counted in possible attendances	*Only where the LA has a legal duty to arrange home-to-school travel for the pupil and has not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.*
X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances	*Where the pupil's timetable does not require them to attend.* *If absent when timetabled to attend the appropriate absence code must be used.*
Y1	Transport normally provided not available	Not counted in possible attendances	*Where the pupil does not live within walking distance and transport provided by LA or school is not available.*
Y2	Widespread disruption to travel	Not counted in possible attendances	*Due to national, local or international emergency.*
Y3	Part of the school premises closed	Not counted in possible attendances	*Part of the school is unavoidably out of use and the pupil cannot practicably be accommodated in the part in use.*

Y4	Whole school site unexpectantly closed	Not counted in possible attendances	*Must not be used for any planned closure e.g. holidays*
Y5	Pupil in criminal justice detention	Not counted in possible attendances	*E.g. in police detention, remanded to youth detention or under sentence of detention.* *If serving a community-based sentence use Y7,*
Y6	In accordance with public health guidance or law	Not counted in possible attendances	Pupil is well enough to attend (otherwise use 'I') but to do so would be contrary to government guidance or legislation
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances	*Record the nature of the unavoidable cause. Only where something in the nature of an emergency has prevented the pupil from attending the session in question.* *This code should be used for temporary exclusion due to non-payment of fees*
Z	Prospective pupil not on admission register	Not counted in possible attendances	To enable schools to set up registers in advance of the pupil joining to ease administrative burdens.
#	Planned whole school closure	Not counted in possible attendances	E.g. school holidays, bank holidays, weekends, inset days

APPENDIX B **Admission register**

Admission register

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

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

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

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

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended whether each pupil of compulsory school age is a boarder or day pupil

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register