ATTENDANCE POLICY including EYFS

Prior Park Paragon

Policy Owner	**Applies to**	**Superseded documents**
Deputy Head Pastoral and DSL	Prior Park Paragon	Attendance and registration Policy v4
Associated documents Fire Policy and Procedure Fire Risk Assessment Safeguarding Policy Health and Safety Policy Positive Behaviour Policy Data Protection Policy SEND Policy Equity, Diversity and Inclusivity Policy	**Review frequency** Every year (unless the legislation/regulations update before this time) **Implementation date** 1 September 2026	**Legal Framework** Please see policy for all regulatory and legal frameworks

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees (where applicable)

Last reviewed by:	Deputy Head Pastoral and DSL (Mrs S James) and Head of Compliance (Miss E Wickham)
Date last reviewed:	August 2026
Approved by Trustees:	Approved by Senior Leadership team
Date last approved:	30 August 2026
Date for next approval:	August 2027

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and Prior Park paragon (PPP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park Gibraltar (PPG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity – Generosity – Courage

2. Policy Aims

All children are entitled to a full-time education which is suitable to their age, aptitude and any special educational needs they may have in line with the standards of Keeping Children Safe in Education (KCSIE). To safeguard their right to education all children admitted to a Prior Park School are entered on to the specific school Attendance Register, which are electronically held on iSAMS.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

3. Legal Framework

This Policy is written in line with the following regulatory requirements:

- This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based 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 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- EYFS statutory framework

4. The importance of good attendance

Prior Park Paragon recognises the importance of developing good patterns of attendance from the outset. This is an integral part of our ethos and culture. In building a culture of good school attendance we recognise 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.

The School recognises that children who are absent from education, particularly where absences are prolonged, repeated, unexplained or involve patterns of absence, may be at increased risk of abuse, neglect, child sexual exploitation, child criminal exploitation, county lines involvement, radicalisation, mental health concerns or other safeguarding risks.

5. Links between attendance and safeguarding

Attendance data is an important safeguarding tool. The School recognises that unexplained absence, persistent absence, severe absence, repeated lateness and patterns of attendance may indicate wider safeguarding concerns. Attendance information will therefore be routinely shared with safeguarding staff and considered alongside other welfare information when assessing risk.

6. School responsibilities

Prior Park Paragon acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across our community.

We will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, we will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

Prior Park Paragon will respond to non-attendance and / or lateness proactively, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the Prior Park Schools's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed. We recognise that early identification and support for emerging attendance issues or persistent absence helps to prevent the risk of them becoming a child missing education in the future, which poses its own safeguarding risks.

Prior Park Paragon has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and we will monitor and analyse this data regularly to facilitate early intervention to address issues. Any absence, prolonged absence, or patterns of absence will be followed up promptly by the school.

At Prior Park Paragon, we have a Senior Attendance Champion who has overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. The Senior Attendance Champion is expected to set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school. It is an ongoing responsibility, and the Senior Attendance Champion is also expected to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

In Terms of attendance the following terminology will apply to describe persistent and severe absence as follows:

- Persistent absence – where a pupil misses 10% or more of school
- Severe absence – where a pupil misses 50% or more of school

Sarah James, DHP and DSL is the **Senior Attendance Champion** at Prior Park Paragon and can be contacted at: sjames@priorparkschools.com

7. Staff Responsibilities

See table on next page

Who	Responsibility
Trustees	The Trustees are responsible for promoting a culture of high expectations and excellent attendance across the school, ensuring that leaders fulfil their statutory duties and that attendance is recorded, monitored and improved effectively. Trustees provide support and challenge to school leaders, regularly review attendance data, monitor the impact of attendance strategies, and ensure appropriate resources, training and targeted support are in place to meet the needs of all pupils. They also work with leaders and external partners to remove barriers to attendance and hold the Head accountable for the effective implementation of the school's attendance policy.
Head	The Head is responsible for ensuring the effective implementation of the school's attendance policy, monitoring and reporting attendance data, and evaluating the impact of attendance improvement strategies. They support staff in promoting and monitoring attendance, communicate high expectations to pupils and parents/carers, work closely with families and external agencies to address barriers to attendance, particularly for pupils with SEND, and fulfil the school's statutory duties for sharing attendance information with the local authority. The Head is also responsible for supporting referrals to the local authority where legal intervention may be appropriate.
Senior Attendance Champion **DHP/DSL**	The designated senior leader for attendance is responsible for leading and promoting a whole-school culture of good attendance, setting a clear strategic vision, and ensuring attendance systems and procedures are implemented consistently and effectively. They analyse and monitor attendance data, evaluate the impact of interventions, and work closely with pupils, parents/carers and external agencies to address barriers to attendance. They also coordinate targeted support, develop intervention and reintegration plans, and build strong relationships with families to improve attendance outcomes for all pupils.
Teachers	Class teachers and any member of staff who takes a class at the start of the set registration period is responsible for completing the register and should have a formal routine for registers being taken accurately each morning and afternoon. These staff have day to day responsibility for monitoring and promoting good attendance and punctuality. They should: • seek explanations of absences required from pupils/parents/carers on their return to school • make enquiries about unexplained absences, including those within the school day, and follow up to ensure that an explanation has been formally given to the school • look out for trends or patterns in a pupil's attendance and inform the DHP/DSL of any specific concerns • deal with lateness to school or lessons consistently and promptly, in line with the schools Positive Behaviour Policy • discuss non-attendance and /or lateness with pupils and parents or carers and emphasise the importance of punctuality and attendance.
Reception desk	Receive communications from parents with regards any absence and record it correctly on the school system. Is responsible for ensuring the registers are completed twice daily during registration times. The reception desk will follow up with a phone call to the parents of any child not in school that we have not been informed about. The reception desk will inform the DSL of any concerns they have with regards a child's attendance, or the inability to contact a parent to verify their absence. The reception desk will inform the DSL of any patterns in children leaving school during the day due to illness.
Head's PA	The Head's PA will be the first point of contact for any requests for a leave of absence. Before agreeing, these will be shared with the Head and DHP/DSL.

8. School arrangements

Attendance Register:

Prior Park Paragon takes an electronic attendance register using iSAMS. The attendance register is taken at the start of each morning on each school day and once during each afternoon session. It will record using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

See Appendix 1 for the DfE attendance codes.

We will also record:

a. Whether the absence is authorised or not
b. The nature of the activity where a pupil is attending an approved educational activity
c. The nature of circumstances where a pupil is unable to attend due to exceptional circumstances
d. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
e. Children can arrive in school between 8.15am and 8.45am and must be in school by 9am on each day.
f. The school day ends at 3.25pm for EYFS and Prep-Prep, 3.45pm for Years 3&4 and 3.55pm for Years 5&6.
g. The register for the first session will be taken at 8.45am and will be kept open until 9am.
h. The register for the afternoon session will be taken at the start of the designated afternoon session for all pupils in that phase. This will be:
    - 1pm for EYFS and Pre-Prep
    - 1.30pm or 2pm for Prep dependent on their timetable. and will be kept open for 15 mins according to page 19 of Working together to improve school attendance].

Further details about the School's arrangements can be found in Appendices 1-3.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parents on the morning of the first day of unexplained absence to ascertain the reason.
    - If the school is unable to reach either of the child's parental contacts, then they will try to reach the child's emergency contacts.
    - If the school cannot reach any of the pupil's emergency contacts, the school may contact social services or the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day to say that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary

- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

9. Reporting to parents

Pupils' attendance is reported to parents during parents' evening and on written reports.

Where there is a concern regarding attendance, the DHP/DSL will alert the member of staff, and they will discuss it with the child's parents at the earliest opportunity.

10. Monitoring attendance through data analysis

Prior Park Paragon undertakes regular data analysis to identify and provide additional support to pupils whose attendance has dropped, and to look at historic and emerging patterns across the school to develop strategies to address them. Through regular analysis of attendance data, Prior Park Paragon seeks to identify emerging concerns at the earliest opportunity and implement appropriate support before attendance reaches persistent or severe absence thresholds.

Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families if their overall attendance has dropped below 90%
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils, parents or carers and to leaders (including the special educational needs coordinator and designated safeguarding lead)
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends
- devising specific strategies to address areas of poor attendance identified through data
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and providing data and reports to The Trustees to support this work.

Prior Park Paragon will prioritise attendance monitoring and support for pupils who have, or have previously had, a social worker and will work collaboratively with social care professionals where attendance concerns arise

In some circumstances, where absence due to illness is frequent, prolonged or gives rise to concern, the School may request medical evidence to support the authorisation of absence.

11. Pupil responsibilities

School attendance is important for pupil attainment, wellbeing and development. Prior Park Paragon therefore has high expectations of pupils as to their attendance and has systems in place to support poor attendance.

Pupils, and parents, should be aware that:

- each child is expected to be present for the full duration of all sessions of each school day – unless agreed otherwise
- children are expected to arrive on time and attend all timetabled lessons
- children should not leave a lesson or the school site without permission
- each child should be present at the start of each lesson ready for registration

Any unexplained absence will be followed up by the class teacher.

Persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:

A. offers of support to seek to identify and address any barriers to attendance
B. communication with parents
C. reporting to other agencies such as children's social care

If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they, or their parent or carer, may speak to any member of staff, although the school encourages them to speak to their class teacher or the Deputy Head, Pastoral in the first instance. Pupils, parents and carers are entitled to expect this information to be managed sensitively.

12. Pupils with additional needs

Prior Park Paragon recognises some pupils may find it harder than others to attend school and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Any additional support or intervention will be timely and appropriate to the circumstance, well-chosen and targeted to ensure the best possible outcome for the pupil.

The school will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the school's control, we will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness/illness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Pupils returning to school after a lengthy or unavoidable period of absence

At Prior Park Paragon, we recognise that, occasionally, some pupils may need to be absent from school for a length of time for a variety of reasons. If this is the case, then once the pupil is able to return to school we will work with their parents and any involved external agency to develop a targeted plan to support the pupils return.

Part-time timetables

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to be put in place. This may be due to a medical condition or recuperation. A part-time timetable should always be discussed with the child's parents and any professionals involved with the child.

A part-time timetable should not be used to manage a child's behaviour.

If it is deemed necessary that a child should have a part-time timetable, then the local authority will be informed and updated termly.

Prolonged absence for children in the EYFS
In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check.

Remote Education
Remote education will only be used in exceptional circumstances and as a last resort where attendance at school is not possible. Pupils receiving remote education remain absent from school and will be recorded in the attendance register using the most appropriate attendance code in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE guidance.

13. Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Prior Park Paragon will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

Expectations the School places on parents can be found in Appendix 1 of this policy

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the school unreasonably.

Parents should consult the NHS guidance Is my child too ill for school? when deciding whether to keep their child home due to illness.

14. Training

Prior Park Paragon ensures that regular guidance and training on attendance is arranged during induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

This will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstance
- Prior Park Paragon's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, which will include administrative staff, class teachers and specialist teachers.

This includes:

- the law and requirements of schools including on the keeping of registers
- the process for working with other partners to provide more intensive support to pupils who need it
- the necessary skills to interpret and analyse attendance data and how to access this data
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

Prior Park Paragon's, local authority, Bath and North East Somerset, and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

The DHP/DSL will attend termly attendance meetings with the Attendance and Welfare Support Officer at BANES Education Inclusion Services to discuss attendance of all pupils.

The School is legally required to share information from the registers with the local authority, including live, daily, registration data. This also includes:

- **New Pupil and Deletion returns** *notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times. For full details see paragraphs 199 and 205.*

- **Attendance returns** *providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.*

- **Sickness returns** *providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.*

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of Prior Park Paragon's registers.

Prior Park Paragon will provide specific pupil information on request to the Secretary of State.

Where appropriate, Prior Park Paragon will be expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

16. Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with Prior Park School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. Prior Park School's use of this personal data will be in accordance with data protection law. Prior Park School has published privacy notices on its website which explain how they will use personal data.

Appendix 1- Prior Park Paragon's arrangements for registration

Prior Park Paragon monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers (appendix 2) as required by law. The admission and attendance registers will be kept electronically and retained by the school for the relevant time period as stated by law – currently 6 years.

Prior Park Paragon expects all pupils to be present at School for the whole of the school day, usually from registration at 8.45am to close at 3.30pm for Pre-Prep children or 3.45pm for Lower Prep and 4pm for Upper Prep children, but this period may be extended, for example for out of school clubs, sports fixtures or school trips. For Squirrels Pre-School, refer to the EYFS Policy.

The role of parents / carers
We expect parents to contact the school on the first day of any unforeseen absence. We expect parents to inform the school of any prior appointments which may affect attendance.

If a child is away and their parents have not contacted the school, then the member of staff responsible for registration will contact Reception and they will phone the parents, or email, to ascertain the reason for the absence.

Additionally, Prior Park Paragon expects all Parents to:

1.a.1 make any application for an authorised leave of absence at the earliest opportunity, with at least 2 weeks' notice – this includes medical appointments and other leave of absence
1.a.2 notify Prior Park Paragon, office.tps@priorparkschools.com or 01225 310837, of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this
1.a.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of all pupils should ensure their child attends School by 8.45am for morning registration.

Registration and attendance checks
Morning registration is at 8.45am. The registers will remain open for 15 minutes after the start of morning registration. All registers will be checked and any absences followed up by the reception team.

Afternoon registration will be at 1pm for Pre-Prep and 1.30pm or 2pm for Prep (depending on timetable).

Prior Park Paragon uses the MIS iSAMS to record registration. All staff have access to the registration part of the portal.

Unplanned absence
If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by email / telephone (office.tps@priorparkschools.com or 01225 310837) by 9.00am on the first morning of absence;

Where a pupil is ill, the school should be notified of the nature of the illness.

Where the absence is for another reason, the school should also be advised of this as it will guide the registration code used and the correct logging of reasons for absence.

We ask that each day of absence, unless pre-arranged, the child's parent/carer should contact Prior Park Paragon as above.

Authorised absences
Authorised absence means that Prior Park Paragon has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Authorised absences will be considered for the following specific circumstances set out in the 2024 school attendance regulations.

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)]

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Applications for an authorised leave of absence
Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head's PA at cbevan@priorparkschools.com .

- Prior Park Paragon will consider each application for an authorised leave of absence individually, considering the specific facts and circumstances, the child's past attendance record, the child's academic achievement and the relevant background context behind the request.
- Apart from illness, no child should be away from school without prior permission from the Head.
- We encourage parents to make all dental or medical appointments during school holidays, except in cases of emergency when the Head's PA and the Reception desk should be informed.
- If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 2 for more details.
- A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Authorising absence for holiday
Requests for term-time holiday absence must follow the process outlined above and be submitted to the Head via the Head's PA. Permission should be sought in good time, and no later than two weeks prior to the proposed holiday.

Any request for leave of absence during term time will be considered individually by the Head and DSL. Leave will only be authorised where exceptional circumstances apply.

Reporting duties
Prior Park Paragon has statutory reporting obligations if a pupil fails to regularly attendance when their absence is recorded as unauthorised. The Paragon must report unauthorised absences for a continuous period of 10 days or more to the local authority.

If the child is absent for 10 or more unauthorised days, then the DSL will contact the Children Missing Education Services at Manvers Street. CMES@bathnes.gov.uk Tel: 01225 394241

If necessary, external agencies can be approached for support. For example, completing an Early Help Assessment Early Help Assessment | Bath and North East Somerset Council (bathnes.gov.uk)

Each time the School's attendance register is completed it is treated as a contact point for these purposes. The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

Action will also be taken in accordance with the Safeguarding Policy if any absence of a pupil from Prior Park Paragon gives rise to a concern about their welfare.

Additionally, the School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness/illness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

When pupils join the school, the Local Authority will be notified as they are added to our register.

When a pupil leaves our school at a non-standard transition point, the school will advise the Local Authority by completing a 'Notification to LA re deletion from roll' form and upload it to GlobalScape, as well as inform Attendance officer at AWSS@bathnes.gov.uk that the form has been uploaded.

If a child leaves the school, The Paragon must ensure that they are moving to another school or being educated at home. It is the school's responsibility to report to CMES any child whose educational journey is not known after they have left The Paragon. Contact 01225 394241 or email cmes@bathnes.gov.uk

Notification of Home Education:
Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The CMEO must be notified of all decisions.
- If the child is already known to B&NES Children's Services, their allocated social worker should be notified immediately
- If the child is not known to B&NES Children's Services, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to B&NES Children's Services.

- If the child has an EHCP, the local authority will need to be informed so they can review the plan, working closely with parents and carers.

Fixtures

For sporting fixtures held off site, a full registration should be carried out before leaving The Paragon and Reception informed of any absences or children not attending the fixture. During the fixture, staff are responsible for ensuring that the children remain safe and accounted for.

Appendix 2 - Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024

Prior Park Paragon uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically, using iSAMS, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

Prior Park Paragon will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

Prior Park Paragon is required by law to take attendance registers twice daily, and at The Paragon children are registered once in the morning by 9.00am and again in the afternoon, 1.00pm for Pre-Prep and 1.30pm or 2.00pm pm for Prep (depending on timetable). All pupils, irrespective of age, are registered and their attendance is entered on the schools MIS system, iSAMS.

Any late comers are asked to report to Reception so that attendance can be established and recorded.

On each occasion it will be recorded whether every pupil is:

1.a.4 physically present in school, and seen by the member of staff taking the register, when the attendance register begins to be taken; or
1.a.5 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
1.a.6 attending a place other than the school; or
1.a.7 absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.a.8 Attending educational provision arranged by a local authority
1.a.9 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
1.a.10 Attending a place for an approved educational activity that is a sporting activity
1.a.11 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education
1.a.12 attending a place for any other approved educational activity.

Registration process for staff

- Complete the register using ISAMS at the start of the morning and the afternoon teaching session.
- If you are teaching the class, then it is your responsibility to complete the register at the registration time.
- If there is a child who is not there for registration, you should leave them as unmarked. This will be followed up by the Receptionists.
- If a parent has not informed school of an absence, then the Receptionist will make contact with the parents to find the reason for the absence.
- If any pattern of lateness, absence or poor absence is noted, inform the DSL.

Responding to concerns

If staff notice a pattern of absence or lateness, they will liaise with the DSL. The DSL will also monitor registers to look for patterns of absence and will also monitor to see whether any child's absence drops. The desired attendance is between 100%-95%. Any absence below 90% will be assessed on the impact that their absence has had on the child. If it is felt that their absence has impacted their academic progress or confidence in learning in anyway, then a conversation will be instigated, by the class teacher, with the parent to discuss the impact their absences are having on the child.

In the first instance, a conversation will be initiated, by the class teacher, with the parents and school will seek to explore how we can help improve the child's attendance. This will be recorded on CPOMS so that a record of support and action is kept.

Class teachers must be aware of any patterns in attendance. Any unauthorised absence must be raised immediately with the DSL. If a child is not present for registration, the Receptionists will recognise this during their morning analysis of the registers, and they will contact the child's parents to ascertain why they are not at school.

If Reception do not gain a satisfactory response from a parent, they will immediately inform the DSL who will follow up.

The Receptionists keep a list of children, and staff, who have left the site and this forms part of the school fire register, which they provide in case of a fire alarm.

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

1.a.13 leaves of absence
1.a.14 other authorised reasons
1.a.15 unable to attend school because of unavoidable cause
1.a.16 unauthorised absence.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where Prior Park Paragon is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

1.a.17 holiday has not been authorised by the Head or is in excess of the period determined by the Head
1.a.18 the reason for absence has not been provided
1.a.19 a pupil is absent from school without authorisation
1.a.20 a pupil has arrived in school after registration has closed and without reasonable explanation.

Children Missing Education or absent from education

Prior Park Paragon understands the need to be aware of those children who are persistently absent, have prolonged periods of absence or missing from school as this may be an indicator of welfare concerns and could have an impact on their mental health.

Children who are absent from education are different to children missing education. Children missing education' is the next step up from 'Children being absent from education' who may not be attending or may have patterned absence for a variety of reasons. Children absent from education can be impacted by mental health or EBSA (Emotional Based School Avoidance).

The School recognises that young carers may face additional barriers to attendance and will work collaboratively with families and external agencies to provide support where necessary.

The children at risk of missing their education or absent from education generally fall into the following categories, but this is not exclusive:

Children of compulsory school age who are:

- Not registered with a school and not being educated otherwise.
- Children with significant absence from their registered school without good reason

Children miss education for a number of reasons including:

- Fail to start school at the appropriate time so do not enter the educational system;
- Removed from their registered school by parents
- They cease to attend, due to illness or bullying
- They may be excluded from school (formally and informally)
- Fail to find a suitable school place after moving to a new area
- Complexity of SEND needs and no suitable school place is available
- Emotional School avoidance
- Issues caused by underlying mental health

Children and young people in the following groups are more likely to be missing or absent from education

- Pupils at risk of harm or neglect
- Children of Gypsy, Roma & Traveller families
- Families of Armed Forces
- Asylum Seekers and Refugees
- Missing children/runaways from home or care
- Children & young people supervised by the Justice system
- Children who cease to attend school
- Young people returning from custody
- Children & young people new to the country
- Looked after children & children who are privately fostered
- Children & young people living in temporary accommodation/refuge
- Young people (reached 16 but still of compulsory school age) in supported lodgings or living independently
- Young carers
- Teenage parents

Registration Process and Categories

- Registration occurs twice a day.
  - For morning registration this is at 8.45am
  - For afternoon registration this is at 1.00pm for Pre-Prep and 1.30pm/2.00pm for Prep in their classroom/or at point of specialist lesson.
- The teacher responsible for teaching the class at that time will be responsible for ensuring they register the class.

- Registers are legal documents and must be kept strictly in accordance with the regulations. Marking registers properly is fundamental to a whole-school approach to promoting attendance.
- Standard notation: -key codes that are routinely used.

Absence and Attendance codes: basic codes as provided via iSAMS
Attendance codes:

Code	Description	Meaning
/	**Present (AM)**	**Present**
****	**Present (PM)**	**Present**
L	**Late** (before registers closed 9am for the morning 1.15pm/1.45pm/2.15pm for the afternoon, depending on timetable)	**Present**
B	**Any other approved educational activity** (not sporting activity or work experience)	**Present - Approved educational activity**
K	Education provision arranged by the local authority	Present - Approved educational activity
P	The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.	Present - Approved educational activity
V	Educational visit or trip	Present - Approved educational activity
W	Work experience	Present - Approved educational activity

Authorised absence

Code	Description	Meaning
C	**Absent with leave (exceptional circumstances)** This also includes flexi-schooling where it has been agreed	**Authorised absence**
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable for compulsory school age pupil	Authorised absence
E	Suspended or permanently excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental appointment) School may request medical evidence where appropriate	Authorised absence
J1	Interview for employment / admission to another educational institution (applies only to interviews, not open days)	Authorised absence
M	Medical/Dental appointments	Authorised absence

R	Religious observance	Authorised absence
S	Studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence

Unauthorised absence:

Code	Description	Meaning
G	Holiday not granted by the school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	**Absent in other or unknown circumstances**	**Unauthorised absence**
U	Late (after registers closed)	Unauthorised absence

Not counted in attendance:

Code	Description	Meaning
D	Dual registered at another school	Not counted in possible attendances
Q	Lack of access arrangements	Not counted in possible attendances
X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances
Y1	Transport normally provided not available (Where the pupil does not live within walking distance and transport provided by LA or school is not available.	Not counted in possible attendances
Y2	Widespread disruption to travel (Due to national, local or international emergency.)	Not counted in possible attendances
Y3	Part of the school premises closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed Must not be used for any planned closure e.g. holidays)	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	In accordance with public health guidance or law	Not counted in possible attendances
Y7	**Unable to attend due to unavoidable cause**	**Not counted in possible attendances**
Z	Prospective pupil not on admission register	Not counted in possible attendances
#	Planned whole school closure (E.g. School holidays, bank holidays, weekends, inset days)	Not counted in possible attendances