



Attendance & Registration Policy

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I. Introduction

For a pupil to reach their full educational potential a high level of school attendance is essential. Regular attendance supports pupils' academic progress, wellbeing, safeguarding and social development.

It is Stonar's duty to consistently strive to achieve 100% attendance for all pupils of compulsory school age. By creating an inclusive culture in the school, we seek to support all our pupils so that they experience school as a place where they want to be. We have placed a figure of 96% as a minimum attendance expectation for all pupils to ensure that, together, we are able to ensure your child is able to reach their full potential. All pupils on the School Roll are expected to attend registration, lessons and co-curricular commitments.

Parents of registered pupils have a legal duty to make sure that children of compulsory school age attend on a regular and full-time basis. Every opportunity will be used to convey to pupils and their parents/guardians the importance of regular and punctual attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We will work in partnership with families to find supportive routes to improve attendance, applying enforcement action only when all reasonable, appropriate and proportionate support has been offered and attendance has not improved or for holiday in term time. Penalty notices or other legal interventions may be pursued in line with the National Framework for Penalty Notices in line with Working Together to Improve School Attendance (DfE, 2026).

For the pupils to take full advantage of the educational opportunities offered it is vital they attend every day Stonar is open unless the reason for the absence is unavoidable.

2. Senior Attendance Champion

The Deputy Head (Pastoral) / Designated Safeguarding Lead, Tina Tilley, acts as the Senior Attendance Champion.

Contact number for Tina Tilley: 01225-701740.

Email: t.tilley@stonarschool.com

Responsibilities include:

- i. Setting a clear vision for improving and maintaining high levels of attendance
- ii. Establishes and maintain effective systems for tackling absence ensuring they are followed by all staff .Has a strong grasp of absence data to focus collective efforts of the School.
- iii. Monitoring attendance data and trends through daily tracking of absent pupils and regular analysis at individual pupil, year group, cohort and whole-school level, including punctuality and patterns of absence. Attendance data will be used to

identify pupils and cohorts requiring additional support and to evaluate the effectiveness of attendance strategies. Leading early intervention and targeted support

- iv. Reviewing the effectiveness of attendance strategies
- v. Have regular target meeting with our EWO from the local authority
- vi. Reporting attendance trends to senior leadership and governors

3. Why Attendance Matters

High level of attendance is important because:

- i. Statistics show a direct link between underachievement and attendance below 95%.
- ii. Missing out on lessons leaves children vulnerable to falling behind.
- iii. Regular attenders make better progress, both socially and academically.
- iv. Regular attendance supports social development, wellbeing and positive peer relationships.
- v. Regular attenders find learning more satisfying.
- vi. Consistent routines help pupils feel secure and confident in school.
- vii. Regular attenders are more successful in transferring between primary school, secondary school, higher education, employment or training.

Accurate attendance monitoring is also a key safeguarding responsibility. Knowing a pupil's whereabouts at all times helps ensure their safety and welfare.

Repeated, prolonged or unexplained absence may be a safeguarding indicator. The School will remain alert to the possibility that absence may indicate abuse, neglect, exploitation, mental health difficulties or other safeguarding concerns. Staff must follow the School's Safeguarding and Child Protection Policy and report concerns to the Designated Safeguarding Lead or deputy without delay.

4. Purpose

The Attendance Policy aims to:

- i. Promote a high level of attendance and reduce absence, including persistent absence
- ii. Ensure the attendance of pupils at school and in lessons is recorded accurately and consistently
- iii. Ensure early intervention to address patterns of absence
- iv. Set out clear roles and responsibilities
- v. Ensure there is appropriate communication between parents and the school in the case of absence
- vi. Meet statutory requirements for attendance and registration.

5. Attendance and Inclusion

Stonar School recognises that some pupils face greater barriers to attendance. These may include:

- i. Special educational needs and disabilities (SEND)
- ii. Physical or mental health needs
- iii. Emotional wellbeing or anxiety-related absence
- iv. Safeguarding concerns or family circumstances (including pupils who are young carers)

Attendance expectations and support will be personalised where appropriate. The School will work collaboratively with pupils, parents, external professionals and the local authority to remove barriers to attendance wherever possible.

Where absence is linked to emotional wellbeing or anxiety, supportive strategies will be prioritised rather than reliance on attendance targets alone.

Health-related absence and medical needs

Stonar School recognises that some pupils may experience absence or reduced attendance as a direct result of a medical condition, allergy, disability, treatment, hospital or specialist appointments, or other necessary healthcare needs.

Where absence is unavoidable and is directly attributable to a pupil's medical condition, allergy, treatment or necessary healthcare, the School will take this into account when monitoring attendance and determining any appropriate attendance support or intervention. Pupils will not be penalised or otherwise disadvantaged because of unavoidable health-related absence. This includes, where appropriate, not excluding a pupil from attendance rewards or recognition solely because they have been absent as a result of a medical condition, allergy, necessary treatment or healthcare appointment.

The School will consider reasonable adjustments and appropriate adaptations to attendance monitoring, support and reward arrangements where a pupil's medical condition or disability creates a barrier to attendance. Such arrangements will be considered on an individual basis and reviewed as appropriate in partnership with the pupil, parents/guardians and relevant healthcare professionals.

The School will continue to promote the highest level of attendance that is reasonably achievable for each pupil. Health-related absence will not, however, be treated as a failure by the pupil or family to meet attendance expectations where the absence is unavoidable and appropriately reported.

Attendance data will continue to be recorded accurately in accordance with statutory requirements. The purpose of any attendance monitoring or intervention will be to identify and remove barriers to attendance, rather than to penalise pupils for the effects of a medical condition or disability.

The School will apply this policy fairly and consistently while taking account of individual circumstances and specific barriers to attendance. In developing and implementing attendance arrangements, the School will have regard to its duties under the Equality Act 2010, including the requirement to make reasonable adjustments where applicable.

The School will not routinely require medical evidence to support illness absence. Where there is genuine and reasonable doubt about the reason for absence, or where evidence would assist in understanding prolonged or recurring health-related absence and identifying appropriate support or reasonable adjustments, the School may request reasonable evidence on an individual basis.

6. Statutory Framework and Associated Guidance

This policy should be read in conjunction with the following legislation, statutory guidance and School policies:

- i. The School's Safeguarding and Child Protection Policy
- ii. Missing Person Policy
- iii. Children Missing Education (DfE)
- iv. Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (July 2026)
- v. Education Act 1996
- vi. Education and Inspections Act 2006
- vii. Children Act 1989
- viii. Keeping Children Safe in Education (DfE, 2026)
- ix. School Attendance (Pupil Registration) (England) Regulations 2024
- x. The Education (Penalty Notices) (England) Regulations 2007, (as amended)
- xi. Anti-Social Behaviour Act 2003
- xii. Equality Act 2010
- xiii. Working Together to Safeguard Children (DfE, 2026)
- xiv. Supporting pupils at school with medical conditions
- xv. Arranging education for children who cannot attend school because of health needs

7. Roles and Responsibilities

In addition to the Senior Attendance Champion (referenced above in paragraph 2):

7.1 Responsibility of Parents/Guardians

- i. Parents should inform the class teacher (Prep School)/ tutor or mentor (Senior School) or School Reception in advance of any planned absence for school, for example medical or other appointments. In the event of any unforeseen absence (such as illness) or if a pupil is likely to be late for morning registration, parents are asked to email/telephone the school office (office@stonarschool.com / 01225 701740) before 8.30am to report. Parents must make clear how long this is expected to be for and communicate any additional days in a similar manner.

- ii. The School has a statutory obligation to register truancy rates. Parents should make requests for absences (other than those for a short medical or dental appointment) by email to the Deputy Head (Pastoral) (Senior School) at t.tilley@stonarschool.com or Head of Prep (Prep School) at r.cunningham@stonarschool.com.
- iii. Support the School with their pupil in aiming for 100% attendance each year.
- iv. Avoid taking the pupil out of School for non-urgent appointments. We really appreciate it if medical and dental appointments are not being made during the school day wherever possible. However, we understand that this is not always something that you can control. If this is not possible, please ensure your child attends school directly after/before the appointment.
- v. Only request leave of absence if it is for an exceptional circumstance.

7.2 Responsibilities of Pupils

- i. Attend every day unless ill or have an authorised absence.
- ii. Arrive in school on time and attend all registrations and lessons on time (or communicate in advance if this is not possible)
- iii. Pupils must take responsibility if they arrive at school after registration or miss registration due to late running riding or sport activity, the pupil should report to Reception and sign in. Pupils must sign out from Reception when they depart for appointments and sign back in when they return to school.
- iv. When leaving or returning to the Boarding House, boarders must obtain the appropriate permissions and sign in and out of the House using the signing in/out system and process in their House.

7.3 Responsibility of Houseparents

- i. Must use iSAMS to keep accurate records of boarders' weekend and evening absence permissions (as for all pupil absence). Pupils must be signed out and sign in on this system. Pupils must still complete the pink offsite permission form.
- ii. Promote and reward good attendance and punctuality with pupils at all appropriate opportunities.

7.4 Responsibility of the Class Teacher (Prep), Tutor and Mentor (Senior School)

- i. Ensure that all pupils are registered accurately using the national codes.
- ii. Promote good attendance and punctuality with pupils through the tutor programme and through the School reward system.
- iii. Follow the attendance procedure outline (see Appendix 2).
- iv. Support pupils with absence to engage with their learning once they are back in School

7.5 Responsibilities of classroom teachers (Senior):

- i. Ensure that all pupils are registered accurately.

- ii. Promote and reward good attendance with pupils at all appropriate opportunities and through the School reward system.
- iii. Communicate any concerns or underlying problems that may account for a pupil's absence.
- iv. Support pupils with absence to engage with their learning once they are back in School.
- v. It is the responsibility of staff who take pupils off site to ensure that the relevant documentation has been completed and communicated before the time of departure.

7.6 School Registers

Registers are recorded on the School's management information system, iSAMS, and are backed up regularly. The national codes used (as outlined in appendix one) enable schools to record and monitor attendance and absence in a consistent way, which complies with the regulations. They are also used for collecting statistics through the School Census System.

Every session must be recorded accurately using the appropriate national attendance or absence code. Where a pupil is absent, the School will record the reason using the appropriate statutory code. Parents must provide a reason for absence, but the decision as to which attendance code applies rests with the School.

Statutory registration of all pupils is twice daily. In the Prep School and Senior School, registration is at 8.30am and 2.15pm. The registers remain open for 30 minutes and close at 9.00am and 2.45pm respectively. The same 30-minute period applies to each session.

Pupils are also registered internally in all lessons for safeguarding reasons.

7.7 Data Sharing with Local Authority

The School works in partnership with the local authority and shares attendance, as required by law, including data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). As a minimum the data sharing includes:

- i. 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.
- ii. 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).
- iii. 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) where pupils are expected to 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 for pupils who cannot attend because of health needs.

- iv. Where a pupil is absent for a prolonged period or their whereabouts or future attendance becomes uncertain, the School will make reasonable enquiries to establish the pupil's whereabouts and circumstances and will work with the relevant local authority in accordance with the School's Children Missing Education and safeguarding procedures.

This information sharing supports safeguarding, early intervention and continuity of education.

8. Monitoring and Review

This policy is reviewed regularly to ensure it remains compliant with statutory guidance and reflects best practice.

Appendix I

Staff taking formal am/pm registers must not use any other codes than those stated below.

Code	Description
Attending the school	
/ or \	Present at the School when attendance register begins to be taken.
L	Late arrival before the register is closed.
Attending a place other than the School	
K	Attending education provision arranged by the local authority.
V	Attending an educational visit or trip.
P	Participating in a sporting activity.
W	Attending work experience.
B	Attending any other approved educational activity.
D	Dual registered at another school.
Authorised absences the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.	
Absent - Leave of Absence	
CI	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment.
Jl	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution.

S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for compulsory school age pupil subject to part-time timetable.
C	Leave of absence for exceptional circumstances.
Absent - Other Authorised Reasons	
T	Parent travelling for occupational purposes.
R	Religious observance.
I	Illness (not medical or dental appointment).
E	Suspended or permanently excluded and no alternative provision made.
Absent - unable to attend school because of unavoidable cause	
Q	Unable to attend the school because of a lack of access arrangements.
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.
Unauthorised Absence from School: <i>Unauthorised absence is where the school is not satisfied with the reasons given for the absence.</i>	
Absent - unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established. Code N must be replaced by the appropriate absence code as soon as the reason for absence is established and no later than 5 school days after the session. If the reason cannot be established within 5 school days, Code O must be used.
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

The legislation states that for codes B, K and Y7 a reason has to be entered against the mark.

Appendix 2

**Attendance procedure outline to support class teachers (Prep School) tutors/
mentors (Senior School).**

Attendance Procedure Outline

General Considerations

- Attendance percentage must be checked when pupil is absent; effective monitoring.
- Margo White (External Relations Co-ordinator) will follow up any absences on the day, seeking clarification by midday.
- If pupil is absent without reason, a welfare check will be conducted by two members of staff, with at least one member the Senior Leadership Team attending.
- If the welfare check is unsuccessful in establishing the reason for the pupil's absence, SLT will consider, in consultation with the DSL where appropriate, whether a referral to external agencies, including the Police or IFD, is required in accordance with the School's Safeguarding and Child Protection Policy. Where there is an immediate safeguarding concern, the School will act without delay. Tutor/class teacher will check in with home if pupil is absent for a few days to see how the pupil is. For longer term absence a support plan will be put in place in discussion with DSL/Deputy Head (Pastoral)/Senior Attendance Champion, Senior Deputy Head and Head of Prep/DDSL.
- If communicating with parents/guardians, please copy in Stonar office for general pupil files as reasons for absence is required. If significant information, please also communicate with. Head of Prep/ Deputy Head (Pastoral)/DSL and Head of Key stage (Pastoral) and Senior Deputy Head (inclusion of staff depends on school year of pupil and reason for absence)
- If a pupils attendance increases please do contact parents/guardians with positive reinforcement.
- If a pupil has 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 please inform the DSL immediately.
- Attendance concerns may be recorded on safeguarding systems and escalated in line with safeguarding procedures.

% (Stonar's expectations)	Action
< 96% (Early attendance concern)	Email parents/guardians stating current attendance figures stating their child has fallen below expected attendance figure, relate to the figures of how much time the child is missing (see table below); supportive stance/ offer assistance to barriers for good attendance.
< 95% (Cause for concern)	Inform and discuss at Pastoral team level with Head of Prep/ Deputy Head (Pastoral)/DSL/Senior Attendance Champion/ Head of Sixth Form and Head of Key stage (Pastoral) (inclusion of staff depends on school year of pupil) to identify appropriate strategies/intervention for assistance of good attendance. Communication with parents as for <96%. Depending on outcome of discussion above, possibly at this stage invite parents in for a meeting with class teachers (Prep School) tutors/ mentors (Senior School) and possibly Head of Key stage (pastoral). Conversation with pupil.

< 90% Persistent absence (Unsatisfactory)	Inform and discuss at leadership level, with Head of Prep/Deputy Head (Pastoral)/DSL/Senior Attendance Champion/ DSL/ and include Head of Sixth Form and Head of Key stage (Pastoral) (inclusion of staff depends on school year of pupil). Invite parents in to school for a SAM (School Attendance Meeting) meeting to discuss attendance and support strategies and internal attendance targets will be set. (Ensure targets are reviewed with parents). SAM meeting to be held with class teachers (Prep School) tutors/ mentors (Senior School) and Head of Key Stage (pastoral) and Deputy Head (Pastoral)/DSL/Senior Attendance Champion/Head of Prep. Conversation with pupil. Where attendance does not improve despite support, the School may request involvement from the local authority.
< 87% (Serious cause of concern)	If a UKVI sponsored pupil's attendance falls below 80%, report immediately to the Deputy Head (Pastoral)/ DSL/Senior Attendance Champion/Authorising Officer (Head) for referral to the Home Office. In accordance with the UKVI points-based system guidance, the school will report to UKVI any pupil who misses 10 consecutive expected contact points. Discussion and consultation at School Leadership level. Invite in for a further SAM meeting to include Deputy Head (Pastoral)/DSL/Senior Attendance Champion or Head of Prep/DDSL Record on MyConcern. EWO (Education Welfare Officer) and external agencies intervention, as appropriate (eg, IFD, CAHMS). If the School is not satisfied with the reasons given for absence or targets set at a meeting with the parents are not met; then the EWO for the local LEA should be asked to intervene. Permitting unauthorised absence from school is an offence and parents may be reported to the Local Education Authority if problems cannot be resolved.
<50% Severe attendance	Deputy Head (Pastoral)/DSL/ Senior Attendance Champion or Head of Prep/DDSL will liaise with the EWO/local authority for further guidance and support.

Appendix 3

How much is your child missing?

Descriptor	Threshold Attendance	Whole Days absent	Learning Hours Lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Cause for concern	95%	9.5	47.5
	94%	11	55
	93%	13	65
	92%	15	75
	91%	17	85
Unsatisfactory	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Serious cause For concern	86%	27	135
Critical	85%	28.5	142.5
	84%	30.5	152.5
	83%	32	160
	82%	34	170
	81%	36	180
	80%	38	190