



Aysgarth School

Attendance and Registration Policy

Reviewed: September 2026
To be reviewed: September 2027
Responsible Member of Staff: Paul Barlow

Part 1 - Policy

Introduction

At Aysgarth School, our ambition is for all students to strive for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every session and every day that school is open. We consider this paramount to pupils achieving their full potential and enhancing lifelong outcomes.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils and is an integral part of our school ethos.

Some pupils find it harder than others to attend school and therefore, at all stages of improving attendance, we will work together with parents/carers, pupils and relevant partner agencies to remove any barriers and build strong and trusting relationships. Promoting and ensuring excellent attendance is everybody's business within our school and community.

Aims and ethos

Our school aims to meet its obligations with regard to school attendance by ensuring every pupil has access to a full-time and efficient education to which they are entitled. Aysgarth School acts early to address any patterns of irregular attendance, aiming to create a culture in which the importance of good school attendance is understood, valued, and supported by all.

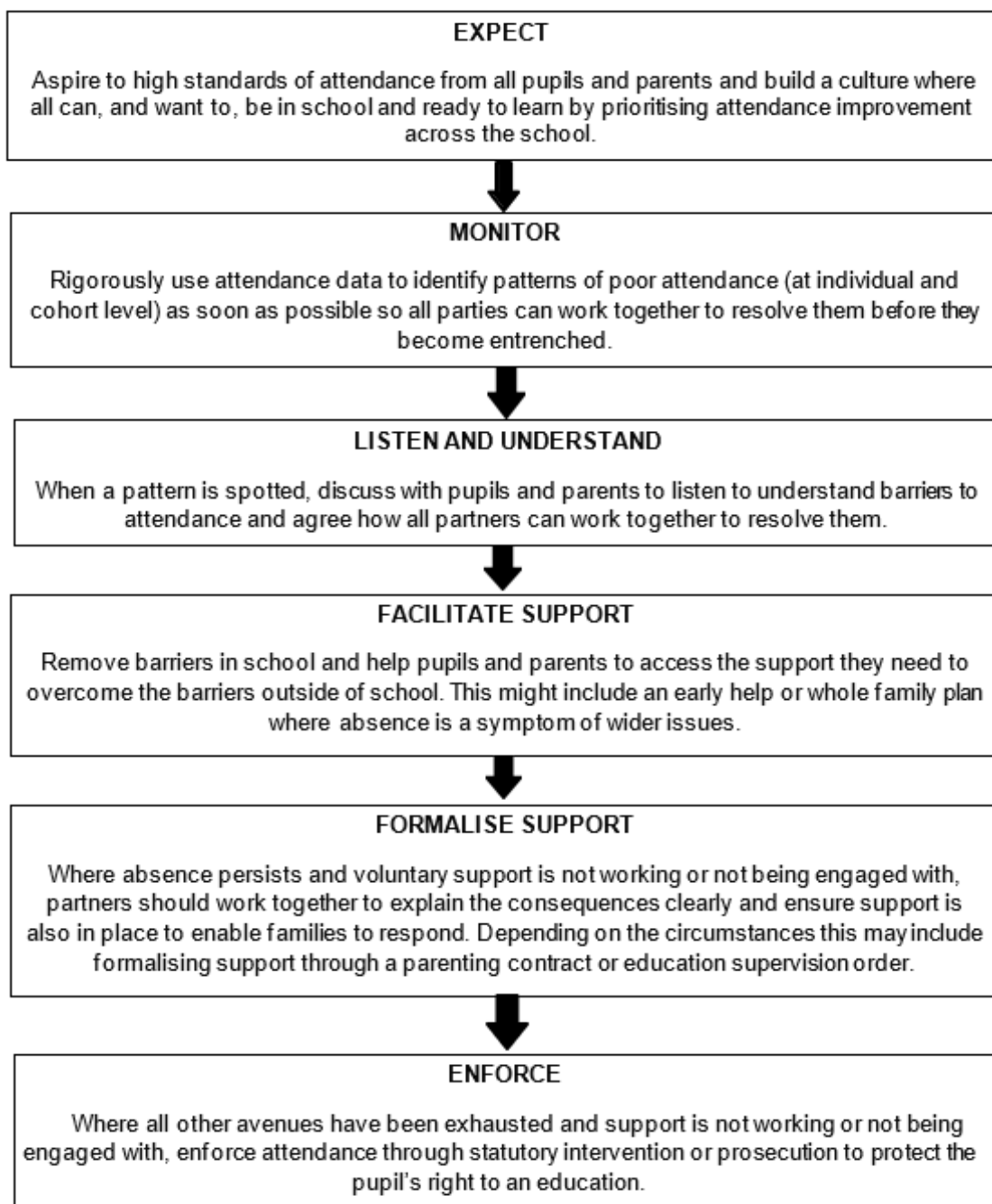
By providing a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, all school staff, parents/carers, pupils, and partners can work together to remove any barriers affecting attendance.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child's absence from school and to remind them of their legal duty to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who may have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has day to day care of a child or young person i.e., lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

At Aysgarth School, we follow the DfE Working Together to Improve School Attendance Approach:



[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

Every child enrolled at our school is expected to attend every day they are required to, on time, so that they can achieve their full potential. We monitor and manage attendance and punctuality across all year groups and expect parents to notify the school of any absence.

At Aysgarth School, we will support parents to perform their legal duty to ensure their children of compulsory² school age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day unless they are not well enough to do so. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school and grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential requirements in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the world.

The definition of regular attendance means attending all sessions, for the full duration of those sessions, except where there is a statutory reason, therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. 'We will do all we can to encourage our pupils to attend. We will also make available the best provision we can, for any pupil who may experience any barriers preventing regular attendance.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality, we aim to:

- Make good attendance and punctuality a priority for all those involved and as part of the wider school community.
- Raise pupils' awareness of the importance of good attendance and punctuality.
- Schools should identify early indicators of poor attendance and changes in attendance at individual pupil, cohort and year group level to support early intervention (young carers have now been included as a specific cohort).
- Provide support, advice and guidance to parents, pupils and staff.
- Work in partnership with parents and carers, including regularly informing them about their child's absence and attendance levels.
- Work with external agencies where required, such as health, the LA and local organisations to support our pupils, parents and school.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge learning gaps.
- Celebrate good and improved attendance and punctuality.

Why is Attending School Regularly So Important?

Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

² A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

Excellent attendance enables pupils to be part of the school community and develop a sense of belonging. This further supports each pupil's development socially, morally, and ethically, enhancing personal well-being.

Safeguarding and Attendance

Aysgarth School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with Government guidance KCSIE 2026, we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety. (Please refer to the school's Safeguarding Policy for more information as relevant).

Legislation and Guidance

This policy meets the requirements of the Government guidance 2026 Working Together to Improve School Attendance from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance, including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

UKVi Sponsored Students

In accordance with our UKVi sponsorship duties, it is expected that sponsored students' attendance will not drop below 80% or miss 10 consecutive contact points of unauthorised absence. We quantify one contact point as one am and one pm registration mark. If a sponsored student's attendance breaches these thresholds, the School is legally obligated to review the sponsorship and report the absence via UKVi Sponsor Management System (SMS).

Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a

‘persistent absentee’ when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions, they are defined as ‘severely absent’.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include: identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance [Working Together to Improve School Attendance](#).

Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all pupils and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and school that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing to enhance understanding of what good attendance looks like. Where a pupil or family needs support with attendance, we will identify who is best placed to work with them to address issues.

We will support pupils and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the school’s control, all partners should work together to support pupils and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the school to work in conjunction with relevant partners.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. In working with parents to improve attendance, we are mindful of the barriers such pupils may face and will put additional support in place where necessary to help them access their full-time education.

In line with DfE expectations, reduced timetables will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision.

The school is committed to share information and work collaboratively with other schools in the area, local authorities and external partners when absence is at risk of becoming persistent or severe.

Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard pupils. Just as those barriers are regularly evolving, so too is the training that school staff requires to address them. The school therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,

- the law and requirements of schools including the keeping of pupil registers,
- the school's strategies and procedures for tracking, following up and improving attendance,
- processes for working with other partners to provide more intensive support for pupils who need it.

Part 2 - What the Law Says and Our School Procedures

Contents of the Admissions Register

The admission register must contain specific personal details of every pupil in the school along with the date of admission or re-admission to the school, information regarding parents and carers, and details of the school last attended. The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

It is vital that the admission register is kept up to date. Therefore, we encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

Contents of Attendance Register

In addition to the admissions register, the law makes it clear that schools must take an attendance register at the start of the first session of each school day and once during the second (afternoon) session. On each occasion, the school must record whether each pupil is:

- Present
- Absent
- Attending an approved educational activity; or
- Unable to attend due to exceptional circumstances. (When granting leave of absence for exceptional circumstances (Code C), each request must be considered individually, and schools should not apply blanket policies under which leaves of absence are granted automatically in response to particular circumstances or events.)

Effective and timely use and sharing of register data is critical to improve attendance and is supported by the use of our Management Information System to record attendance information. Remote education should only be used as a last resort and pupils receiving it must be recorded as 'absent' in the attendance register, using the most appropriate absence code.

EYFS

While Nursery pupils are not yet of statutory school age, regular attendance is expected. Absences should be limited to the following circumstances:

Illness
Medical or dental appointments
Religious observance
Family bereavement
Interviews
External agency assessments
Visa/passport appointments

Family holidays should be taken during school holiday periods wherever possible. Any unexplained absences will be followed up by the School on the day they occur with parents/carers or emergency contacts if parents are uncontactable. Concerns, persistent or prolonged absences will be referred to the Local Authority, in accordance with the School's *Child Protection and Safeguarding Policy* and *Child Missing from Education Policy*.

Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration, they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Deputy Head will meet with the parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

The morning and afternoon attendance registers must be taken:

- at the beginning of each morning session (at the start of the compulsory school day) and once during each afternoon session;
- at the same time for all registered pupils; and
- kept open for a maximum of 30 minutes.

Our pupils must arrive by 8:10 am on each school day.

Our morning register is taken at 8:10 am and will be kept open until 8:45 am

Our afternoon register is taken at 12:45 pm and will be kept open until 1:15 pm

A pupil who arrives late but before the register has closed will be marked as late (L), which counts as present.

There are also further registrations at 5:30pm/6:00pm and then at 8:00pm.

Pre-Prep including EYFS

Nursery children arrive at 8.30 am, and Reception, PP1, PP2, and PP3 pupils arrive from 8.40 am.

Our morning register is taken at 8.50 am and will be kept open until 9.00 am.
Our afternoon register is taken at 1.00 pm and will be kept open until 1:10 pm.
A pupil who arrives late but before the register has closed will be marked as late (L), which counts as present.

If a pupil arrives after the register has closed, they will be marked with the unauthorised absence code which is an unauthorised absence mark. However, if the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly.

See DfE guidance [Working Together to Improve School Attendance](#).

Authorised Absence

‘Authorised absence’ means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

Illness

The NHS has produced a helpful guide for parents regarding childhood illness and school: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

In most cases, absences for illness which are reported by parents/carers following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows Department for Education guidance ‘[Working Together to Improve School Attendance](#)’ 2022³ which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil’s GP directly to help support the needs of the individual pupil.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to best support the child or young person and to be able to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

³ Please ask the school for a printed copy of Working Together to Improve School Attendance if required

Parents must contact the Headmaster's PA to report that their child will not be in school due to illness.

Pre-Prep including EYFS

Parents are asked to keep children at home if they are unwell and to notify the School Office by telephone or email the class teacher and copy in the Pre-Prep School Secretary between 8.00 and 9.00 am if their child will not be attending.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

The school will provide pupils with additional support or reasonable adjustments, particularly where pupils are absent due to mental or physical ill health or have special educational needs and/or disabilities.

Our school supports pupil mental health and wellbeing following DfE guidance [Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK](#) (www.gov.uk)

Parents who have concerns about their child's mental wellbeing can contact the Senior Deputy Head Pastoral for further information on the support available.

Online Mental health support and advice can be accessed: **[Children's mental health - Every Mind Matters - NHS \(www.nhs.uk\)](#)**

Parents can also contact their GP or the NHS Helpline by telephoning 111 for advice if they are concerned. In case of emergency, parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with the school nurse/matron. In such circumstances, the pupil must be collected from the sick bay by a parent, or another authorised adult, and signed out in the register.

Pre-Prep including EYFS

Should a child become unwell during the school day, the School Nurse or Senior Matron for guidance. Depending on the outcome of this consultation, parents will be contacted to discuss further arrangements.

Parents, or the responsible adult, are contacted and asked to collect their child if he or she is unwell. The child will wait quietly in the Sick Bay, the Pre-Prep Office, or a classroom with a member of staff until collected, ensuring appropriate supervision and comfort at all times.

No pupil will be allowed to leave the school site without parental confirmation.

Medical/Dental Appointments

Parents should always try to make appointments outside of school hours, wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent, or another authorised adult, and signed out in the register. No pupil will be allowed to leave the school site without parental confirmation.

Religious Observance

Our school recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Suspensions/Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as a Suspension or an Exclusion. The school will follow the current DfE's statutory guidance on any suspensions or exclusions.

Any suspension or exclusion **must** be agreed by the Headmaster.

The school will notify the parent of the suspension or exclusion in writing. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent, or another authorised adult, and signed out in the register. No pupil will be allowed to leave the school site without parental confirmation.

First Day of Absence Response

If a child has not registered by 9:30 am, the Headmaster's PA will make contact as to the whereabouts of the pupil.

Pre-Prep including EYFS

If a child has not registered by 9.15 am. The Pre-Prep school secretary will make contact as to the whereabouts of the pupil.

If the school is unable to contact any of the emergency numbers provided and is concerned for the welfare and safety of a pupil, we may request a welfare check from the police.

Leave of Absence Requests – ‘Exceptional Circumstances’

The law does not grant parents the automatic right to take their child out of school during term time.

In line with DfE expectations, only very exceptional circumstances will warrant an authorised leave of absence. The school will review each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. If any leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school’s discretion.

Parents should contact the Headmaster for permission for authorised leave. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as the risk of FGM or Forced Marriage, we will follow the necessary protocols. Please see our school’s Safeguarding Policy for more information.

All term time absence for children in care should be discussed at the child’s Personal Education Planning (PEP) meeting, in advance, where possible, to be considered alongside social care staff and the Virtual School. This permission should be gained before the school is approached for approval. The school will contact social care/the Virtual School in relation to any requests made for term time absence for a child in care.

Unauthorised Absence

Unauthorised absence is when a school has not been given a reason or is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it remains the school’s decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips
- Holidays in term time (unless very exceptional circumstances are agreed in advance by the school)
- In the case of term time leave, if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in legal sanctions, use of penalty notices or prosecution.

Persistently and Severely Absent pupils (PA and SA)

A pupil is classed as a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A pupil is classed as 'severely absent' if they miss 50% or more of their schooling across the school year for whatever reason.

We monitor all absences thoroughly. Any pupil that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level will be prioritised by the school. Parents will be informed accordingly.

Approved Educational Activity

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case.

Unable to attend due to exceptional circumstances (as set out in DfE attendance guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend school, you should not try and cover up the absence or allow a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the Deputy Head to discuss the matter. In some cases, this may result in a formal attendance action plan or parenting contract being drawn up.

If our school is unable to work in partnership with parents to overcome any barriers preventing regular attendance, we may refer a case of poor school attendance to the

Local Authority for legal sanctions. We will show all the steps we have taken to support parents and pupils and that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will be evidenced via the sending of a warning letter and school records will be shared with the Local Authority.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances, our school will take a holistic, early help approach to the issue and will involve other agencies if deemed necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring to legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a penalty notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary.

Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day-to-day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under Section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school-aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold to the Local Authority for legal action unless there are reasonable grounds for not doing so.

Children Missing Education (CME)

Our school will add and delete pupils from the roll in line with Regulation 8 Education Law. The school will use the North Yorkshire Children's Services portal to report any children leaving our school, on part time timetables, attending irregularly, or joining the school outside of usual transition phases. If we have any CME related concerns we will contact:

Julie Hodges
CME Co-ordinator
North Yorkshire Council
Northallerton
DL7 8AD
Direct line: 01609 532477

Following up Unexplained Absences

Where no contact has been made with the school, the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 3 school days, we will mark the absence as unauthorised. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts and safety.

Reporting to Parents

Where a child's attendance falls below 10%, for whatever reason, our school will contact parents to highlight this, unless there is a good reason not to.

Recording Information on Attendance and Reasons for Absence

The Headmaster's PA will record all reasons for absence.

Roles and Responsibilities

The Headmaster's PA and the Deputy Head Pastoral are responsible for checking that all pupils are registered each day.

The Headmaster's PA will make contact with the parents/guardians of any pupils not signed in by 9:30 am. If there are any concerns or worries about the safety of a pupil they will contact the Headmaster or the Deputy Head Pastoral.

Attendance is monitored each half term by the Headmaster's PA and the Deputy Head Pastoral with a specific focus on vulnerable pupils highlighted by the Deputy Head Pastoral

- Follow-up action plans for pupils with low attendance will be completed by the Form Tutor/Class teacher with support from the Deputy Head Pastoral.
- Timely liaison with home by the Form Tutor/ Class Teacher/Deputy Head Pastoral
- Referral to outside agencies by the DSL

Include information about the following, if appropriate:

The Governing Board

The Governing Board is responsible for monitoring attendance figures for the whole school. They should also support the promotion of regular attendance and provide support and challenge, holding the Headmaster to account for the implementation of this policy. The Governor responsible for attendance is the Safeguarding Governor.

The Headmaster

The Headmaster is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to Governors.

Deputy Head Pastoral

The Deputy Head Pastoral is responsible for:

- Championing attendance across the whole school, interrogating attendance data by group, such as pupils with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL), and being part of the attendance escalation process within the school.
- Monitors attendance data at the school and individual pupil level.
- Reports concern about attendance to the Headmaster/attendance lead/ Designated Safeguarding Lead (DSL) as appropriate.
- Arranges calls, home visits and meetings with parents to discuss attendance issues.

Class Teachers/Form Tutors

Form Tutors are responsible for promoting and supporting attendance, as well as spotting and addressing absences.

Links with other policies/procedures

This policy is linked to our Anti-Bullying Policy, Behaviour Policy, Inclusion Policy and Safeguarding and Child Protection Policy.

Registration Information

Registration is taken three times a day: Before Breakfast, (Day pupils/Regulars sign in with the Pastoral Deputy Head by 8.10am), Lunchtime and in the evening in the boarding house. The register is put onto the database and kept in a folder in the main office. The Pastoral Deputy Head is responsible for checking the register.

The Day pupil/Regular boarder parent is responsible for signing the day pupil/regular boarder out of school on an evening, either at the end of the school day at 5.30, or when their evening activity finishes. The member of staff on duty for that evening will check the day pupil sign out register to ensure all day pupils have been signed out. On the occasion where the pupil has not been signed out, the parent will be contacted after the end of activities i.e. at 8.10pm.

On a Saturday, any pupil signing out will do so with their parents, with the member of staff on duty.

Any unauthorised absences are to be dealt with in the following way:

1. The school secretary will ring the parent or guardian (and, if necessary, emergency contacts) to confirm the whereabouts of the child concerned. If verbal contact is unanswered, text and email will be implemented. If this also

proves unsuccessful, the vulnerability of the child must be considered and outside agencies contacted as appropriate.

2. If contact is made but no explanation is given, then it is recorded on the register as an unauthorised absence.
3. The Pastoral Deputy Head is responsible for monitoring the unauthorised absences on a repeated basis and when necessary contacting outside agencies, eg Children's Social Care, Police, and where there is a concern of a child/children going missing from education/radicalisation, 'Channel' will be contacted.
4. The school will inform the Local Authority (where the child is resident) when a pupil's name is to be deleted from the admission register on the following grounds:
 - When the child has been taken out of school to be home educated
 - When the family has moved away
 - When the child has been certified to be medically unfit to attend
 - When the child is in custody for more than four months
 - When the child has been permanently excluded.

The school will notify the Local Authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins a school after the beginning of the school's first year.

REGISTER CODES

Code	Description
Attending the school	
/ or \	Present at the school when the 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
Absent – leave of absence	
C1	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
J1	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
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
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