St Christopher's
THE HALL SCHOOL

PART OF
ST DUNSTAN'S EDUCATION GROUP

PUPIL ATTENDANCE POLICY

Policy owner	Deputy Head Pastoral
ISSR reference	14b Missing child policy; 15a Attendance policy
Date of review	Autumn 2025
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Version Control Information

Reason for Amendment	Role	Date	Main Changes
Annual review	Deputy Head Pastoral	Michaelmas 2024	New Template Change to DfE coding
Annual review	Deputy Head Pastoral	Michaelmas 2025	
Annual Review	Deputy Head Pastoral	Michaelmas 2026	Changed in line with updated DFE Guidance 'working together to improve school attendance'

Part A – St Dunstan's Education Group Policy

1. Aims

St Dunstan's Education Group recognises that regular attendance is essential to pupils' learning, wellbeing, safeguarding and personal development. The Group is committed to promoting a culture of good attendance across its schools and to taking seriously any issues that may lead to non-attendance.

This policy sets out the Group's expectations for attendance, absence monitoring, registration, safeguarding responses to absence, and the roles and responsibilities of staff, pupils and parents/carers.

The Group aims to meet its obligations with regard to attendance by:

- ensuring a culture of good attendance is central to each school's ethos and culture;
- working to reduce absence, including persistent absence;
- ensuring every pupil has access to full-time education;
- acting early to address patterns of absence;
- promoting punctuality in attending lessons;
- working with the relevant Local Authority when there are attendance concerns.

This policy applies to all pupils, staff and parents/carers across St Dunstan's Education Group schools. Each school will maintain local attendance procedures in Part B of this policy, reflecting its own school day, staff responsibilities, systems and escalation arrangements.

2. Legislative and Regulatory Framework

This policy is informed by the legal and regulatory framework governing school attendance, including:

- The Education Act 1996;
- The Education Act 2002;
- The Education (Pupil Registration) (England) Regulations 2006, including subsequent amendments;
- Keeping Children Safe in Education;
- Working together to improve school attendance.
- The Education (Independent School Standards) Regulations 2014 require the proprietor to ensure that an admission register and an attendance register are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

Every school is required to maintain two separate registers: an admissions register, known as the School Roll, and an attendance register. These registers may be checked by inspectors to assure themselves that the relevant requirements are being met. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session and during the afternoon for all day pupils.

The Group's approach to attendance is based on the following principles:

- Attendance is a safeguarding matter as well as an educational matter.
- All pupils should have access to full-time education.
- Absence should be followed up promptly and appropriately.
- Patterns of absence should be identified and addressed early.
- Parents/carers have responsibility for ensuring that their child attends and stays at school.
- Schools, not parents/carers, authorise absence.

3. Roles and Responsibilities

3.1 St Dunstan's Education Group Board of Trustees

The Group Board is responsible for:

- approving this policy;
- reviewing annual attendance statistics for each school;
- holding senior leaders accountable for implementation.

3.2 Local School Boards

Local School Boards are responsible for:

- ensuring each school follows the framework set out in this policy;
- monitoring school attendance statistics on a termly basis;
- reviewing attendance trends;
- providing challenge and support.

3.3 Heads of School

Heads of School are responsible for attendance within their school. This includes ensuring staff follow the policy framework, staff receive sufficient training, registers are completed accurately, attendance statistics are reported to governors, and absences are authorised only in appropriate circumstances.

3.4 Designated Senior Leader Responsible for Attendance (Senior Attendance Champion)

Each school will identify appropriate staff responsible for monitoring attendance, overseeing interventions, reviewing attendance plans and ensuring procedures remain aligned with current government guidance.

They will also promote good attendance and work closely with parents and pupils to achieve this.

3.5 Attendance officer and College Office

The Attendance Officer and College Office Administration Team are responsible for ascertaining reasons for absence on a daily basis. This includes updating registers following communication from parents/carers, contacting parents/carers about unexplained absence, updating iSAMS, reporting concerns to the pastoral team, alerting the safeguarding team to unexplained absence and ensuring correct attendance codes are used.

3.6 Staff

Staff are responsible for implementing the attendance framework and completing registrations accurately. Maintaining an accurate attendance register is a key part of the school's safeguarding arrangements.

3.7 Parents/Carers

Parents/carers are responsible for adhering to the attendance policy and communicating effectively with the school about absences, including requests for planned absence. Parents/carers are responsible for ensuring that their children attend and stay at school.

4. Attendance Expectations

Each school will promote high attendance by:

- developing and maintaining a whole-school culture that promotes the benefits of high attendance;
- recording attendance during registration periods twice daily;
- checking reasons for absence with parents/carers;
- supporting pupils experiencing difficulties with attendance;
- supporting pupils in catching up missed work where appropriate;
- publishing term dates in advance;
- making attendance information visible to parents/carers where school systems allow.

5. Absence and Authorisation

The Group recognises that schools, not parents/carers, authorise absence. Schools may authorise absence in circumstances including illness, appointments, religious observance, compassionate reasons or other exceptional circumstances.

Requests for leave of absence should be made in writing in advance wherever possible. Absence in exceptional circumstances does not ordinarily include birthdays, holidays, festivals, days out as a special treat or other family celebrations.

Time off for family holidays is not a right. Parents/carers must seek permission in advance for term-time absence, and retrospective approval will not be granted.

6. Attendance Monitoring and Safeguarding

Schools will monitor attendance and respond to patterns of absence. Attendance concerns may involve contact with parents/carers, support from pastoral staff, escalation to senior leaders and liaison with the relevant Local Authority where required.

Where a pupil of compulsory school age has been absent without authority for 10 consecutive school days, has failed to attend regularly, has been removed without formal written notification, has a safeguarding concern including Children Missing Education, or has 15 days of recorded illness absence in the academic year, the school will alert the relevant Local Authority.

The Group recognises the difference between wilful truancy and school refusal and will support pupils who are school refusers or at risk of becoming school refusers in line with the Safeguarding Policy and related school procedures.

7. Individual Needs

Schools will consider individual barriers to attendance including:

- special educational needs and disabilities;
- mental health needs;
- medical conditions;
- safeguarding concerns;
- disadvantage;
- social care involvement;
- caring responsibilities.

Support will be tailored to individual circumstances.

8. Supporting Pupils with Attendance Barriers

The Group recognises that poor attendance is often a symptom of wider difficulties rather than a behavioural choice.

Schools will seek to identify and address barriers to attendance at an early stage.

These barriers may include:

- mental health difficulties;
- anxiety-based school avoidance or school refusal;
- special educational needs and disabilities;
- medical conditions;
- safeguarding concerns;
- family circumstances;
- social care involvement;
- other factors affecting a pupil's wellbeing.

Where attendance concerns arise, schools will work collaboratively with pupils, parents/carers and relevant professionals to understand barriers and develop appropriate support plans.

Support may include:

- pastoral intervention;
- attendance plans;
- reasonable adjustments;
- phased reintegration arrangements;
- referrals to external services;
- safeguarding support;
- collaboration with local authorities and other agencies where appropriate.

The Group recognises the distinction between deliberate non-attendance and attendance difficulties arising from anxiety, mental health or other vulnerabilities and will seek to respond proportionately and supportively.

9. Registration and Record-Keeping

Schools must maintain accurate attendance records and ensure registers are completed in accordance with applicable guidance and school procedures. Attendance records must be backed up and retained in accordance with each school's procedures and applicable requirements.

10. Early Years Foundation Stage (EYFS) Attendance and Absence

For schools and settings providing Early Years Foundation Stage (EYFS) education, attendance arrangements must reflect the safeguarding requirements of the EYFS Statutory Framework.

Parents/carers are expected to notify the setting of any absence as soon as reasonably practicable and in accordance with local procedures.

Where a child is absent without notification, or where there is a prolonged absence, the setting will take reasonable steps to establish the child's whereabouts and wellbeing. This may include:

- contacting parents/carers;
- contacting emergency contacts;
- reviewing attendance patterns and previous attendance concerns;
- liaising with safeguarding staff;
- implementing safeguarding procedures where appropriate.

The response to an absence will take account of:

- the age and vulnerability of the child;
- patterns and trends in attendance;
- safeguarding concerns;

- any information already held regarding the child or family.

Where appropriate, concerns may be referred to Children's Social Care, the Local Authority or other relevant agencies in accordance with the school's safeguarding procedures.

Schools and nurseries should seek to obtain more than two emergency contact numbers for each EYFS child wherever reasonably possible.

11. Monitoring and Review
This policy will be reviewed annually. The policy will be approved through the appropriate Group governance route.

12. Associated Policies
This policy should be read alongside the Safeguarding Policy

Part B – St Christopher's Prep Arrangements

1. School Responsibilities

The designated senior leaders responsible for attendance is Vanessa Cornish (DSL and Pastoral Lead) and Alexandra Chamadia (DDSL and Head of Pre-Prep)

Email: vanessacornish@stchristophersthehall.org.uk and alexchamadia@stchristophersthehall.org.uk

Telephone: 020 8650 2200

1.1 Head of Pastoral and Head of Pre-Prep

The Head of Pastoral and Head of Pre-Prep are responsible for attendance at St Christopher's Prep, working closely with the SLT team to achieve this. Their responsibilities include ensuring staff follow the attendance framework, staff receive sufficient training, registers are completed accurately, attendance statistics are reported to governors, and absences are authorised in exceptional circumstances.

They are also responsible for ensuring information is shared with the local authority, as outlined below.

1.2 Senior Leadership Team

The Senior Leadership Team (SLT) is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance .
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Providing regular attendance reports for Senior Leadership Teams and Local Governing Boards.

Working with the office administrators and Heads of Phases to ensure they are:

- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for

pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Overseeing arrangements for temporary reduced timetables, in line with the requirements outlined in Working Together to Improve School Attendance.
- Sharing information from the school register with the local authority, including:
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days.
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness.
    - Providing the local authority with details of pupils on temporary reduced timetables.

1.3 Admissions Team

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- St Christopher's The Hall maintains both an Admissions Register and an Attendance Register for all pupils, as required by law.
- The school must notify Bromley local authority when a pupil is added to or removed from the Admissions Register in certain circumstances, particularly when a child:
    - Is withdrawn for home education or another form of education outside school.
    - Stops attending and moves too far away to reasonably attend.
    - Leaves the school unexpectedly or during the academic year rather than at the normal end of Year 6.
    - Is medically certified as unlikely to return before reaching the end of compulsory school age.
    - Is in custody for more than four months and is not expected to return.
    - Is permanently excluded.

The school must also report non-standard admissions or departures involving compulsory school-aged children. Deletions must be reported as soon as the relevant circumstances arise and before the pupil is removed from the register. New non-standard admissions must be reported within five days of the child being added to the register.

The purpose of these requirements is to help Bromley Council identify children who may be missing education and ensure they receive appropriate education and are protected from potential abuse or neglect.

1.4 Head of Pastoral, Head or Pre-Prep and Administration Team

- Ensure registers are taken and coded accurately;
- Work with the phase leaders to identify pupils of concern and ensure support is put in place;
- Record communication with parents accurately;

- Contact parents to ascertain a pupil's whereabouts if unaccounted for;
- Alert the safeguarding team if a pupil is unaccounted for that day.

1.5 Staff

Staff are responsible for implementing this framework and completing registrations accurately. AM and PM registration must be completed accurately, and the policy should be read alongside the Safeguarding Policy, particularly procedures for 'Children Who Are Absent From School'.

Support pupils on reintegration to school after a period of absence and contact parents as requested by pastoral teams.

1.6 Pupils and Parents/Carers

Parents are expected to:

- Make sure their child attends every school day on time.
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence and advise when they are expected to return. Alternatively, parents can email mail@stchristophersthehall.org.uk before 8:30am.
- Provide the school with more than 1 emergency contact number for their child. If the child is in the Early Years Foundation Stage, provide more than 2 emergency contact numbers, where possible.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep any attendance action plans that they make with the school.
- Seek support, where necessary, for maintaining good attendance, by contacting your child's class teacher or Head of Phase, who can be contacted via mail@stchristophersthehall.org.uk

Pupils are expected to:

- Attend school every day, on time

2. Attendance Registration System

St Christopher's Prep uses iSAMS to record, report and monitor student attendance and absence. The attendance register is backed up electronically at least once a month, and records are retained for three years after the end of the relevant school year.

As a school in membership of the Independent Schools Council, St Christopher's participates in the ISC annual census. From January 2009, ethnic monitoring data has been included using the same methodology as the maintained sector.

We will take our attendance register at the start of each morning and after lunch. It will mark, 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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

3. The School Day

St Christopher's Prep: EYFS – Year 6

All pupils are required to be in school between 08:15 – 08:30 and should not arrive before 07:30. Pupils arriving between 07:30 and 07:50 should be in Munchkin Wraparound Care or a supervised morning club. The registers are kept open until 9.00 am for the morning register and 13:50 for the afternoon session.

The normal school day ends at 15:30. After-school activities begin at 15:30 and end at 16:30. The school site closes for all pupils at 18:00, when Munchkin Wraparound care ends.

EYFS Local Procedures:
Lead – Head of EYFS – Elkie Oliver: eoliver@stchristophersthehall.org.uk

- Attendance reporting: Parents/carers should inform the setting of any absence and give a reason.
- Prolonged absence: Absence of 5 days or more, or any absence causing safeguarding concerns.

- First-day contact: Contact parents/carers on the first day of unexplained absence.
- Escalation: Repeated unsuccessful contact should be escalated to the DSL and relevant services where necessary.
- Emergency contacts: Keep emergency contact details up to date and use them when parents/carers cannot be reached.
- Safeguarding referrals: Concerns about a child's welfare or unexplained absence should be referred to the DSL and local authority services as appropriate.

4. Absence Due to Illness

If a student misses school due to illness, the parent or guardian must contact:

- mail@stchristophersthehall.org.uk before 08:30 each day of absence, or phone the school Office on 020 8650 2200

If the school has not heard from a parent or guardian, contact will be attempted to ensure the student is safe and to verify their whereabouts.

Parents/carers should contact the school each day their child is absent so records can be kept up to date and the school can monitor the student's progress and anticipated return date.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

6. Late Arrival

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as unauthorised late, using the appropriate code (U)

The times of registration closure are outlined above for each school section.

Students arriving after this time must sign in at the school office so systems remain accurate for safeguarding and emergency evacuation purposes.

If parents/carers have not contacted the school by 09:00, a list of students not present will be generated and the Officer administrator will endeavour to contact parents or guardians.

Staff record concerns about persistent lateness on the CPOMS system.

7. Leaving School Early During the School Day

If a pupil needs to leave during the day due to illness or for a medical appointment, a parent or guardian will collect their child and sign them out at the school office.

8. Requests for Planned Absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment.

Requests for medical appointments should be made to the child's class teacher. Any other absence requests should directed to the Head via headspa@stchristophersthehall.org.uk

Requests for absences as part of the 11+ procedure should be sought from the Head of Prep School via mail@stchristophersthehall.org.uk

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

However, we encourage parents to make medical and dental appointments out of school hours where possible.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence, in line with the authorised absence reasons outlined below.

9. Authorised absence

9.1 Approval for term-time absence

The head teacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- 11+ Interviews and school visits/open mornings
- Exceptional circumstances

A leave of absence is granted at the head teacher'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)

As a leave of absence will only be granted in exceptional circumstances, it is not possible to grant a leave of absence for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The Head may require evidence to support any request for leave of absence.

9.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see above for further information)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). Pupils should attend school on the days surrounding those set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

9.3 Absences from the school site (which are not classified as absences)

The head teacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)

- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency (not a delayed train or bus), a lack of access arrangements, or because the school premises are closed.

9.4 Procedures for handing over pupils at the end of the school day

The children are handed over to the parent or carer, at the end of the school day.

Parents provide class teachers with a password if another adult is collecting their child (Parents are also required to email mail@stchristophersthehall.org.uk to inform the class teacher if this is the case)

Once the child is handed over to the assigned adult, they are the responsibility of the parent/carer. Staff will not hand a child over or let them go unless a known adult is collecting. Children are always fully supervised until they are collected.

9.5. Procedure for an uncollected child

If a pupil is not collected at the end of the school day, the child will be handed over to the duty member of Munchkin Wrap-around Care and they will look after the child and make efforts to contact one of the parents or carers; no child may be left unsupervised.

If a pupil is not registered for Munchkin Wraparound Care and has not been picked up, the class teacher will inform the office, and they will contact the parents to confirm pick-up arrangements. If the school cannot get through to the primary contact, the emergency member on record will be contacted. If contact cannot be made with the child's parents/carer or the emergency contact by 18:00, the school will contact Bromley Family Services. The child will remain, fully supervised, in the care of a member of SLT until collected.

10. Attendance Monitoring and Record-Keeping

Class teachers are responsible for monitoring student attendance and contacting parents/carers where there are concerns, such as frequent absence. Where escalation is necessary, the Head of Pastoral and Head of Pre-Prep may offer support and use attendance action plans if attendance does not improve.

The Department for Education expects every student attending school to maintain attendance of approximately 90% and above. Students whose attendance is below 90% are classed as persistently absent. Severe absence is where a pupil misses 50% of more of possible sessions. If attendance does not improve, the school will contact the appropriate Attendance, Inclusion and Participation Service from the child's Local Authority.

The school will alert the Local Authority where a pupil of compulsory school age has been absent without authority for 10 consecutive school days, has failed to attend regularly, has been removed without formal written notification, where there is a

safeguarding concern including Children Missing Education, or where there have been 15 days of illness absence recorded across the academic year.

Truancy or unauthorised lateness may result in sanctions in line with the Behaviour Management Policy.

The school recognises the difference between wilful truancy and school refusal and will support pupils who are school refusers or at risk of becoming school refusers in line with the Safeguarding Policy and the Supporting School Refusers document.

11. Reporting to parents

Attendance data is available via the MySchool Portal.

The school will also regularly share attendance data proactively with parents, via termly reports.

12. Attendance Promotion

The school promotes positive attendance through:

- class teacher and Head of Phase monitoring;
- celebration of strong attendance;
- communication with families;
- pastoral support;
- attendance reviews where concerns arise;
- reinforcing the link between attendance, wellbeing and academic progress.

13. Attendance Intervention

Where concerns arise, the school may implement:

- attendance monitoring;
- attendance action plans;
- meetings with parents/carers;
- pastoral interventions;
- SEND support;
- referral to external agencies;
- local authority collaboration where appropriate.

14. Supporting Pupils who are Absent or Returning to School

Where a pupil has experienced a prolonged or unavoidable absence, the school will implement appropriate arrangements to support reintegration, which may include academic, pastoral and wellbeing support. This will be overseen by their Class Teacher and Head of Phase working closely with parents/carers and the pupil, as well as medical professionals or other external agencies as appropriate.

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 the:

- 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.

Prolonged Absence – EYFS

- Record all absences and the reason given.
- Contact parents/carers promptly regarding unexplained absence.
- Monitor patterns of absence and raise concerns with the DSL.
- Maintain regular contact with the family during prolonged absence.
- Follow safeguarding procedures if contact cannot be made or concerns arise.
- Refer to the local authority where safeguarding concerns require further action.

15. Temporary Part-Time Timetables

To support students experiencing significant challenges attending school full-time or have a temporary illness that requires part-time attendance at school (medical confirmation of this will likely be requested by the school), the school may work with parents and pupils to create a temporary reduced timetable.

In line with the procedures set out in Working Together to Improve School Attendance, such measures must be temporary with clear review dates (usually every two weeks or more frequently) to establish what is working and what needs to be altered. They should not continue for more than 6 weeks and can never continue beyond 12 weeks. Details of the reduced timetable must be shared with Local Authority.

The intention of a part-time timetable is to aid pupils in returning to full-time education and should never be viewed as a permanent solution. Review meetings should focus on what adjustments can be made within the school day itself, to ensure they are moving to full-time attendance. This will likely also include additional support measures, such as counselling, referrals to external agencies or medical practitioners.

If it seems that full-time attendance cannot be achieved, the school may need to work with families to look at alternative schooling options that might be more suitable. However, the school always aim to work closely with parents and pupils to avoid this outcome.

16. Sponsored Pupils

Pupils studying at the school on a visa sponsored by SDEG will have attendance monitored closely. The school recognises its obligation to report to the border agency a sponsored pupil who misses 10 expected contact points without a verified reason. Morning and afternoon registration points are counted as expected contact points, so reporting would ordinarily occur after 5 school days of unexplained absence.

17. Attendance Data

Attendance data will be reviewed:

- weekly at operational level;
- half-termly by pastoral leaders;
- termly by senior leaders and governors.

Data will be analysed by:

- year group;
- cohort;
- individual pupil;
- vulnerable groups;
- persistent absence indicators.

The purpose is to identify trends, target support and evaluate interventions.

19. Routes for support

Day-to-day attendance enquiries should be directed to the school admin team. Attendance support concerns should be directed to the Head of Pastoral and Head of Pre-Prep.

20. Local Review and Approval

This policy will be reviewed annually by the Deputy Head and the Head of Pastoral/Head of Pre-Prep. At each review, it will be approved by the Education Committee.

21. Local Linked Policies

This Attendance Policy links to the Safeguarding Policy.

Appendix 1 – Attendance Codes

St Christopher's Prep uses the attendance codes set out in the attendance register, in accordance with the guidance referenced in the policy.

Present Codes

Code	Meaning
/	Present: AM registration
\	Present: PM registration
L	Late before registers close
B	Off-site educational activity
D	Dual registration
J	Pupil at interview
P	Approved sporting activity
V	Educational visit or trip
W	Work experience

Authorised Absence Codes

Code	Meaning
C	Exceptional circumstances leave of absence
E	Excluded: fixed-term suspension
I	Illness
M	Medical or dental appointment
R	Religious observance
S	Study leave for Years 11 to 13 during public examinations
T	Parent travelling for occupational purposes

Unauthorised Absence Codes

Code	Meaning
G	Family holiday not authorised
N	Reason for absence not yet provided
O	Absent without authorisation
U	Late after registers close

Other Attendance Codes

Code	Meaning
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register
#	School closure
X	Not required to be in school
[C1]	Regulated performance
[C2]	Temporary reduced timetable
[J1]	Employment or educational interview
[K]	Local authority arranged education provision
[Q]	Lack of access arrangements
[Y1]	Transport unavailable
[Y2]	Widespread travel disruption
[Y3]	Part of school closed
[Y4]	Whole school unexpectedly closed
[Y5]	Criminal justice detention
[Y6]	Public health guidance or law
[Y7]	Other unavoidable cause