



Attendance Policy and Procedure

Updated: 09-26
Prepared by: KED/JOH

Next Review: 09-27
Approved by: TZL/Governors

This Procedure applies throughout the School from the EYFS to Year 6.

Key School contacts

Senior Attendance Champion (SAC) (including EYFS provision) Mrs Taryn Lombard	Email: head@cavendish-school.co.uk Telephone number: 0207 485 1958
To report daily absence Mrs Gill Harvey – Head's Executive PA	Email: absence@cavendish-school.co.uk Telephone: 0207 485 1958
To request absence in advance Mrs Gill Harvey – Head's Executive PA	Email: secretary@cavendish-school.co.uk Telephone: 0207 485 1958

Aims

This is the Attendance Policy of The Cavendish School.

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

The aims of this policy are as follows:

- To develop and maintain a whole school culture that promotes the benefits of good attendance
- To ensure, so far as possible, that every pupil in the School is able to benefit from, and make their full contribution to, the life of the School
- To prioritise and, where possible, improve attendance and punctuality across the School, reduce absence in order to prevent children becoming children missing education (**CME**), and set out the School's approach to the management of absence/non-attendance
- To recognise the links between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole-school approach to safeguarding
- To help to promote a whole school culture of safety, equality and protection

Scope and application

This policy applies to the whole School, including the Early Years Foundation Stage (EYFS).

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

Regulatory framework

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

- Education (Independent School Standards) Regulations 2014
- EYFS Statutory Framework for Group and School-based Providers September 2026
- Education and Skills Act 2008
- Children Act 1989
- Childcare Act 2006
- Sponsorship Duties (UKVI, May 2025)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025 (together referred to as data protection laws)

This policy has regard to the following guidance and advice:

- [Working together to improve school attendance](#) (DfE, July 2026)
- [Summary table of responsibilities for school attendance](#) (DfE, August 2024)
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, June 2026)
- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, July 2024)
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024)
- [Keeping children safe in education](#) (DfE, September 2026)
- [Children missing education](#) (DfE, September 2025)
- [Summary table of responsibilities for children missing education](#) (DfE, September 2025)
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017)
- [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024)
- [Mental health and behaviour in schools](#) (DfE, November 2018)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- [Providing remote education: guidance for schools](#) (DfE, updated August 2024)
- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding and Child Protection Policy
- Children Missing or Absent from School Policy
- Behaviour Policy
- Parent Contract
- SEND Policy
- Supervision of Pupils Policy

Publication and availability

This policy is published on the School website; a hard copy can be made available on request.

This policy will be sent to parents when pupils join the School and parents will be reminded of it at the beginning of the school year and when the policy is updated.

Definitions and interpretation

Where the following words or phrases are used in this policy:

- References to attendance include references to attendance for all or part of the timetabled school day
- References to a Parent means:
 - a) all natural parents, whether they are married or not
 - b) any person who has parental responsibility for a pupil
 - c) any person who has day-to-day responsibility for a pupil (i.e. lives with and looks after a pupil)
- References to a pupil include anyone who is receiving an education at the school
- References to children missing education (CME) mean children of compulsory school age who are not registered pupils at a School and are not receiving suitable education otherwise than at School
- SAC means the School's Attendance Champion

Responsibility statement and allocation of tasks

The Board of Governors have overall responsibility for all matters which are the subject of this policy.

The Governors recognise that improving attendance is a school leadership issue and have appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC. The SAC at The Cavendish School is Taryn Lombard, Head.

To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least annually
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Head & Governors	Annually

The importance of good attendance

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

- The importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day-to-day life
- The interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and/or disabilities, mental health issues, safeguarding wellbeing and support for disadvantaged pupils
- The importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents
- That attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies
- Children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation

School responsibilities

- The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community
- The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents
- The School will:
 - Communicate attendance expectations to parents clearly at the start of each academic year
 - Provide information and resources to support attendance, including guidance on illness-related absence
 - Contact parents promptly where attendance concerns arise
 - Seek to understand and address barriers to attendance before concerns become entrenched
 - Keep attendance information under regular review and share concerns with parents where appropriate
- The School will communicate with parents and carers about attendance in a supportive, respectful and non-judgmental manner. The School recognises that effective attendance is most likely to be achieved where the School and families work in partnership to identify and address barriers to attendance at an early stage
- Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them
- The School will respond to non-attendance and/or poor punctuality proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed
- The School will seek to ensure that attendance communications with parents:
 - Are timely, clear and accessible

- Explain why attendance matters for educational progress, wellbeing and safeguarding
- Encourage constructive dialogue with families
- Take account of individual circumstances and any known barriers to attendance
- Focus on identifying support and solutions wherever possible
- The School will have robust systems in place to track and record attendance and/or punctuality, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance, those at risk of becoming CME and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues
- The School will attempt same-day contact with parents or carers where a pupil is absent without notification, to ensure pupil safety and compliance with safeguarding expectations under Keeping Children Safe in Education
- The School will pay particular attention to the attendance of vulnerable pupils, including pupils with SEND, those with an Education, Health and Care Plan, pupils who have a social worker and looked-after or previously looked-after children

Staff responsibilities

The School Attendance Champion (SAC)

The SAC has overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy.

The SAC's responsibilities are:

- To set a clear vision for improving attendance in the School
- To establish and maintain effective systems for tracking absence and ensure that the systems are followed by all staff
- To regularly monitor and evaluate progress, including the efficacy of the School's strategies and processes
- To have oversight of and analyse attendance data
- To communicate clear messages on the importance of attendance to parents and pupils

Staff with specific responsibilities for attendance

The Head's Executive PA has day-to-day responsibility for monitoring and promoting good attendance and punctuality. They:

- Have a formal routine for registers being taken each morning and afternoon accurately
- Record all absences promptly and accurately using the processes specified
- Seek explanations of absences required from parents
- Make enquiries about unexplained absences, including those within the school day, and follow up with parents to ensure that an explanation has been formally given to the School
- Look out for trends or patterns in a pupil's attendance, including by identifying early indicators of poor attendance and changes in attendance, and inform the SAC of any specific concerns
- Record any known future absences for pupils on the relevant register/s
- Discuss non-attendance and/or lateness with parents and emphasise the importance of punctuality and attendance

All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

School arrangements

The School will accurately complete admission and attendance registers and have effective day-to-day processes in place to follow up on absences. These registers will be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 2 and 3 of this policy.

Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- Monitoring and analysing weekly attendance patterns and trends and providing support in a targeted way to pupils and families, including by identifying early indicators of poor attendance and changes in attendance at individual pupil, cohort and year group level
- Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the relevant SENCO and Designated Safeguarding Lead)
- Undertaking frequent individual-level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for these cases
- Conducting thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented
- Providing data and reports to the Head and Governors
- The School will specifically monitor and report on persistent absence, defined nationally as attendance below 90%, and severe absence, defined as attendance below 50% and will implement targeted, regularly reviewed support and intervention plans for affected pupils

Attendance analysis will consider the School's context and relevant cohorts, including pupils with SEND, pupils with a social worker, looked-after and previously looked-after children, pupils who are young carers and any other groups whose attendance is lower than their peers. The School will look beyond headline percentages to identify early indicators, patterns in punctuality, days of absence and the use of attendance codes.

Parent responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance. Where praise, recognition or incentives are used,

these will be applied sensitively and without discrimination, with a focus on improvement as well as high attendance.

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

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

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

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

Parents should be aware that their child/ren:

- Are expected to be present for the duration of each School day
- Are expected to arrive on time

Parents are asked to:

- Engage with the School's arrangements for recording and managing attendance as set out in this policy
- Be aware that any unexplained absence will be followed up
- Be aware that persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance
 - communication with parents
 - reporting to other agencies such as children's social care

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, parents may speak to any member of staff, although the School encourages them to speak to their child's class teacher or the SAC in the first instance. This information will be managed sensitively.

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

Additional needs

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments¹ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

¹ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed².

Where a pupil has an education, health and care plan, the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

In cases of both long-term physical or mental ill-health, the School will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

Where a pupil's health need means they need reasonable adjustments or support because it is complex or long-term, the School can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance³.

The School will also identify and support pupils who are young carers where caring responsibilities may be contributing to absence, working with the pupil, parents and, where appropriate, the local authority or other services to reduce barriers to attendance.

Medical evidence for recording illness-related absence will only be requested in a minority of cases. Where a pupil has complex, long-term or frequently recurring health needs, the School may seek appropriate medical evidence to understand the pupil's needs and identify suitable support or provision.

A temporary part-time timetable, with considered adjustments, will only be used in very exceptional circumstances where it is in a pupil's best interests. It will not be used to manage behaviour. It must be agreed with the parent with whom the pupil normally lives, form part of a wider support, health care or reintegration plan, include regular review dates and a proposed end date, and be in place for the shortest time necessary. Where the pupil has a social worker or an Education, Health and Care Plan, the relevant professional or local authority will be involved as appropriate.

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

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

² The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

³ See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

Training

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum, this will include all staff understanding:

- The importance of good attendance and that absence is almost always a symptom of wider circumstances
- The School's strategies and procedures for tracking, following up and improving attendance

Information sharing

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

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

Where enquiries following the absence of a pupil lead the School to reasonably believe that the child will not return, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority CME team without delay.

Where appropriate, the school will attend regular targeted support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum, this includes:

- New pupil and deletion returns
- Attendance returns
- Sickness returns

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

The School will share attendance data with Camden Local Authority as requested and attend regular meetings to discuss the School's attendance levels as appropriate.

The School must provide specific pupil information on request to the Secretary of State.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

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

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

Attendance and admissions registers will be retained and made available for inspection by ISI and the Local Authority on request, in line with the Education (Independent School Standards) Regulations.

Appendix 1 - School arrangements

Managing attendance

The School monitors, records and shares data about pupil attendance and punctuality and as part of its duty to safeguard and protect pupils, promote attendance and prevent children becoming CME. It accurately completes admission and attendance registers as required by law and as set out in Appendix 2 and Appendix 3, respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.25am to dismissal at 3.25pm, but this period may be extended, for example, for out of school clubs, sports fixtures or school trips.

The role of parents

The School expects all parents to:

- Make any application for an authorised leave of absence at the earliest opportunity or at least 1 week in advance of the planned absence date, this includes for early pick-ups at the end of term, or shorter requests for absence, such as an hour at the start or end of the day
- Notify the School of any absence or delay as soon as reasonably possible, or by 8.30am at the latest, in accordance with this policy and when doing so, give an accurate explanation for this
- Notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education
- Cooperate with the School to explore possible barriers to attendance and punctuality and to improve it where this has been raised as an issue
- Ensure their child attends School by 8.25am for morning registration

Registration and attendance checks

Morning registration is at 8.30am. The registers will remain open for 30 minutes after the start of morning registration.

Afternoon registration takes place as soon as the children return to class following their lunch break. This is currently 12.30pm for Early Years, 1pm for Year 1 & 2, 1.30pm for Year 3 & 4 and 2pm for Year 5 & 6.

We use our school management system (iSAMS) to record registration.

Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom.

If a pupil is absent when the register starts being taken but arrives before the register is closed (between 8.40-9am), they will be recorded as late (code L).

If a pupil arrives after the register has closed without a satisfactory explanation, e.g., because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

Reporting absence

If a pupil is to be absent from School for any reason, the parent should contact the School by email/telephone by 8.30am on the first morning of absence. Likewise, if a pupil is going to arrive after 8.30am. Parents are asked to follow the same process each day the pupil is away from school, unless a timeframe has already been agreed.

Where illness is cited as a reason for absence, the School may refer parents to current NHS guidance on whether a child is well enough to attend school.

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

Managing absence

The School recognises that there may be times whereby a child is unable to come to school and we will always support families in such circumstances. The following are examples of these occasions:

- Illness – when a child is unwell physically or mentally and unable to attend school
- Medical appointments – when booking medical appointments, please try and book these outside of school times where possible or at the start or end of the school day
- Religious observance – if leave of this type is required, please use the authorised leave of absence process below
- Exceptional circumstances – family emergencies or unforeseen events

If a pupil does not arrive at the beginning of the day, the School Office telephones the parents for information if this has not previously been communicated by a parent. If phoning is unsuccessful, an email will follow and the other named emergency contacts will be telephoned. Once this information is received, the registers will be updated.

Any absence that is unexplained for a session will be followed up. Once the reason is established, the correct attendance code will be entered as soon as possible and no later than 5 working days after the session.

Where reasonably possible, the School will hold more than one emergency contact number for each pupil to provide the School with additional options to contact a responsible adult, particularly when a child missing from education is also identified as a welfare and/or safeguarding concern.

Pupil absence is monitored weekly by the SAC and parents of pupils who fall below the set attendance targets are contacted by the SAC. This communication may be in the form of a telephone call, email, letter or a meeting, depending on the level of pupil absence.

The School has determined the levels of absence that will lead to contact by the SAC as:

- Lower than 95% - contact will be made by phone and/or letter
- Lower than 90% - a meeting will take place with the SAC

Where absence becomes persistent or severe, support will intensify and the School will work with Camden Local Authority and other relevant partners. Where voluntary support is not effective or is not engaged with, the School will seek to enforce the guidance set by Camden Local Authority.

Following a lengthy or unavoidable period of absence, the School will plan and provide appropriate support for the pupil's return, including measures to rebuild confidence, address learning gaps and support successful reintegration.

In the first instance, this will be via the class teacher and if absence persists, contact will be made by the SAC.

The School will report to Camden Local Authority a pupil who fails to attend school regularly or has been absent from school without the School's permission for a continuous period of 10 school days or more.

Procedures outlined for pupils who are missing or persistently absent are detailed in our Children Missing or Absent from School Policy.

Authorised leave will not be granted for holidays taken in term time.

Managing punctuality

Arriving on time for School sets the children up for their day, creating a feeling of security and purpose. Registration takes place at 8.30am each day and any pupil arriving after 8.40 is recorded on the registers as late.

We understand that, on occasion, pupils may arrive late for a variety of reasons and we ask that parents' telephone/email the School Office to inform us of this each time. Persistent lateness can lead to children missing key elements of their school day, such as the beginning of phonics, English and maths lessons. Children can become distressed if they arrive late and have to enter a settled classroom, which is also disruptive to the rest of the pupils.

The importance of arriving at school on time is regularly explained to the children.

The SAC will contact parents of pupils who are repeatedly or persistently late by telephone or email in the first instance. If the pupil's punctuality does not improve, this will lead to a meeting being arranged.

Authorised absences

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

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head. Parents should

request the designated form for this purpose from the Head's Executive PA, Gill Harvey, on secretary@cavendish-school.co.uk.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

If a leave of absence is granted, it is for the Head to determine the length of time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See Appendix 2 for more details.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head.

Parents are asked to book non-urgent medical appointments outside of school hours and in the school holidays where possible. Leave of this type should be notified to absence@cavendish-school.co.uk. If it is unavoidable, appointments should form only part of the school day.

Permission for appointments such as passport renewal and visits to secondary schools should be notified to absence@cavendish-school.co.uk.

Arrangements for recording absence

Absence will be recorded on the Attendance Register as set out in Appendix 2.

Reporting duties

The School is legally required to share information from their registers with the Local Authority. As a minimum, this includes:

- New pupil and deletion returns: notifying the Local Authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- 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)
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing⁴, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed (first thing and after lunch) it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Children Missing or Absent from School Policy and the Safeguarding and Child Protection Policy if any absence of a pupil from the School gives rise to a concern about their welfare. This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

In line with Keeping Children Safe in Education 2026, all staff must be alert to children being absent from education, particularly on repeat occasions and/or for prolonged periods, as a potential warning sign of safeguarding concerns. Attendance concerns will be considered alongside other indicators, including where a pupil is on a part-time timetable, and will be shared promptly with the Designated Safeguarding Lead where appropriate.

⁴ Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children which it sponsors to study in the UK under the Child Student route.

Appendix 2 - Attendance register & register codes

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

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

The attendance register is kept electronically and a backup copy of the register is made at least once a month in the form of an electronic or printed copy.

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

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

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

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

Recording absence

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

- Leaves of absence
- Other authorised reasons
- Unable to attend school because of unavoidable cause
- Unauthorised absence

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given, meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- Holiday has not been authorised by the School or is in excess of the period determined by the Head
- The reason for absence has not been provided

- A pupil is absent from school without authorisation
- A pupil has arrived in school after registration has closed and without reasonable explanation

Registration procedure

Attendance registers are taken on the School's Management Information System iSAMS. The attendance register must be completed by class teachers or the teacher in charge of registration at 08:30 and at the beginning of the afternoon session. The front office will ensure all registers are complete by 9am and 2.10pm. It must show whether the pupil is:

- Present
- Absent
- The reason for any absence

The codes are as follows:

- **Yes Present**

Absent from registration for any reason. If the reason for the absence is known, or when it is known, the following codes should be used. If the School is not satisfied with the reason given for the absence, they should record it as unauthorised.

- **L** Late (before registers close)
- **U** Arrived in school after registration closed
- **I** Illness (not medical or dental appointments)
- **M** Medical or dental appointment
- **V** Educational visit or trip including residentials
- **P** Participating in a supervised sporting activity
- **B** Attending any other approved educational activity (not a trip or sporting activity)
- **J1** At an interview with another educational establishment
- **C** Leave of absence for exceptional circumstances authorised by the Head, e.g., funeral
- **C1** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- **C2** Leave of absence for a compulsory school-age pupil subject to a part-time timetable
- **G** Holiday not granted by the school
- **E** Suspended or permanently excluded, but no alternative provision made
- **R** Religious observance
- **#** Planned whole school closure (school holidays and bank holidays)
- **N** Reason for absence not yet established
- **O** Absent in other or unknown circumstances
- **X** Non-compulsory school age pupil not required to attend school (for EY use only)
- **Y1** Unable to attend due to the 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, including the non-payment of fees
- **Z** Prospective pupil not on admission register
- **D** Dual registered at another school
- **T** Parent travelling for occupational purposes (only applies to mobile children)
- **Q** Unable to attend the school because of a lack of access arrangements
- **W** Attending work experience
- **S** Leave of absence for the purpose of studying for a public examination
- **K** Attending education provision arranged by the local authority

Appendix 3 - Admission register

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

- Maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll)
- Inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

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

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

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

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

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

- The full name of the pupil
- The address of the pupil
- The full name and address of any parent the pupil normally lives with
- At least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency
- The pupil's future address, the full name and address of the parent with whom the pupil is going to live and the date the pupil is expected to start living there, if applicable
- Name of the pupil's other or future school and pupil's start date or expected start date there, if applicable
- The ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register