**HURTWOOD HOUSE**

**School Attendance Policy**

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| Reviewed | By | Last reviewed | Last modified |
| Annually | SMT | June 2025 | June 2025 |

**Key School contacts**

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| --- | --- |
| Senior Attendance Champion (SAC)  James Baker  Deputy Head | Email: dave.fonseka@hurtwood.net  Telephone number: 01483 279106  Mobile number: 07881 912889 |
| ADMISSIONS REGISTER | |
| Jan Key  Secretary to the Headmasters | Email: info@hurtwood.net  Telephone number: 01483 279185 |
| ATTENDANCE REGISTERS | |
| Day Housemistress  Susannah Robertson | Direct daytime line/voicemail: 01483 279120 / 07932 714778  E-mail: susannah.robertson@hurtwood.net |
| Boarding Housemasters/mistresses: | |
| Hurtwood House  Kate Cuff | Direct line/voicemail: 01483 279170 / 07932 714841  E-mail: kate.cuff@hurtwood.net |
| Beatrice Webb  Peter Ions | Direct daytime line/voicemail: 01483 279182 / 07946399872  E-mail: peter.ions@hurtwood.net |
| Cornhill Manor  Doug Quinn | Direct daytime line/voicemail: 01483 279155 / 07787 552613  E-mail: doug.quinn@hurtwood.net |
| Ewhurst Place  Ian Barter | Direct daytime line/voicemail: 01483 279117 / 07932 714825  E-mail: ian.barter@hurtwood.net |
| The Lodge  Jamie Thorns | Direct daytime line/voicemail: 01483 279131 / 07301 085816  E-mail: jamie.thorns@hurtwood.net |
| Peaslake House  Adam Grant | Direct daytime line/voicemail: 01483 279172 / 07932 713654  E-mail: adam.grant@hurtwood.net |
| Highcroft Cottage  Nicola Jones | Susannah Robertson (see Day students for contact details)  Direct daytime line/voicemail: 01483 279157 / 07932 714865  E-mail: nicola.jones@hurtwood.net |

**Aims**

This is the attendance policy of Hurtwood House (the School).

The School aspires to high levels of attendance from all students. Good attendance is essential for all students 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 student 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 and set out the School's approach to the management of absence / non-attendance;
* to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
* to help to promote a whole school culture of safety, equality and protection.

**Scope and application**

This policy applies to the whole School.

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

The School is a boarding school (approx. 350 on roll) with a cohort of day students (approx. 60). The School acknowledges that the statutory guidance for attendance applies to all day students. The School also applies the statutory guidance for attendance to boarding students where applicable.

The School is a sixth form school with the majority of students above compulsory school age and therefore some elements of the statutory guidance on attendance do not apply. A small cohort of students are of compulsory school age (the school’s GF [GCSE Foundation] cohort) and thus the statutory guidance is applicable and noted in the policy.

**Regulatory framework**

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

* Education (Independent School Standards) Regulations 2014;
* National minimum standards for boarding schools (Department for Education (DfE), September 2022);
* Education and Skills Act 2008;
* Children Act 1989;
* Sponsorship Duties (UKVI, July 2023);
* The School Attendance (Student Registration) (England) Regulations 2024;
* Equality Act 2010; and
* Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

* [Working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) (DfE, applies from 19 August 2024);
* [Summary table of responsibilities for school attendance](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf) (DfE, applies from 19 August 2024);
* [Toolkit for schools: communicating with families to support attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance/toolkit-for-schools-communicating-with-families-to-support-attendance) (DfE, September 2023);
* [Guidance for parents on school attendance](https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/) (Office of the Children's Commissioner, September 2023);
* ['Is my child too ill for school?' guidance](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/) (NHS, April 2024);
* [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (DfE, September 2025);
* [School behaviour and attendance: parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance) (DfE, May 2020);
* [Children missing education](https://www.gov.uk/government/publications/children-missing-education) (DfE, September 2016);
* [Supporting students with medical conditions at school](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) (DfE, August 2017);
* [Behaviour in schools: advice for headteachers and school staff](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools) (DfE, February 2024);
* [Mental health and behaviour in schools](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2) (DfE, November 2018);
* [Mental health issues affecting a student's attendance: guidance for schools](https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools) (DfE, February 2023);
* [Support for students where a mental health issue is affecting attendance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1134196/Support_for_pupils_where_a_mental_health_issue_is_affecting_attendance_effective_practice_examples.pdf) (DfE, February 2023);
* [Remote education guidance](https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools) (DfE, updated February 2023);
* [SEND Code of practice: 0 to 25 years](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) (DfE and Department of Health, May 2015);
* Surrey County Council Managing School Attendance – A practice guide for schools. (Surrey Attendance Service, July 2024); and
* Surrey County Council New Attendance Coding Briefing (July 2024).

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

* Child Protection and Safeguarding Policy and Procedures;
* SEND Policy
* Missing Students Policy
* Behaviour and discipline Policy; and
* Parent Contract

**Surrey County Council Area Inclusion**

The school’s allocated officer is Becky Tejura who can be contacted by email  [becky.tejura@surreycc.gov.uk](mailto:becky.tejura@surreycc.gov.uk) and by telephone 07929 763313. The duty telephone line and email address that schools can contact should the allocated officer not be available for a period of time is: Telephone: 01483 517179. Email: [swinclusion.service@surreycc.gov.uk](mailto:swinclusion.service@surreycc.gov.uk)

**Publication and availability**

This policy is published on the School website.

This policy is available in hard copy on request.

This policy can be made available in large print or other accessible format if required.

**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 school day.
* references to the Proprietor are references to the partners of Hurtwood House LLP
* references to a Parent means the all-natural parents, whether they are married or not; any person who has parental responsibility for a student; and any person who has day to day responsibility for a student (i.e. lives with and looks after a student).
* References to a student includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
* SAC means the School's attendance champion

**Responsibility statement and allocation of tasks**

The Proprietor has overall responsibility for all matters which are the subject of this policy.

The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has 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 annually |
| Seeking input from interested groups (such as students, staff, parents) to consider improvements to the School's processes under the policy | SAC | As required, and at least annually |
| Formal annual review | Proprietor | 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 students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;
* the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;
* that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
* children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

**School responsibilities**

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all students 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 student and consistently communicating those expectations to students and parents.

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

The School will respond to non-attendance and/or lateness 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 have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify students at risk of non-attendance and those who are persistently absent, and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

**Staff responsibilities**

**The SAC**

The Proprietor has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

**The SAC’s responsibilities are:**

* to set a clear vision for improving attendance in school;
* to establish and maintain effective systems for tackling absence and make sure 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; and
* to communicate clear messages on the importance of attendance to students and parents.

**Staff with specific responsibilities for attendance:**

The staff identified at the front of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

* have a formal routine for registers being taken accurately in each registration session;
* seek explanations of absences required from students on their return to School;
* make enquiries about unexplained absences, including those within the school day, and follow up with students to ensure that an explanation has been formally provided;
* look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;
* deal with lateness to lessons consistently and promptly;
* consider appropriate sanctions for students who arrive late to a lesson in line with the School’s behaviour and discipline policies; and
* discuss non-attendance and/or lateness with students and parents (where possible) 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 students and parents about it.

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

**School arrangements**

The School will accurately complete admission and attendance registers using the appropriate national attendance and absence codes system. This will enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The School will have effective day to day processes in place to follow-up absence. These registers must 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 1-4.

**Monitoring attendance**

The School will undertake regular data analysis to identify and provide additional support to students or student 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 provide support in a targeted way to students and families;
* using this analysis to facilitate discussions with students and leaders (including the Learning Support coordinator and designated safeguarding lead);
* conducting analysis of half-termly, termly, and full year data to identify patterns and trends;
* assessing 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; and
* providing reports to the Proprietor to support its work.

**Student responsibilities**

School attendance is important to student attainment, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to manage poor attendance.

Students should be aware that:

* they are expected to be present in-person for the duration of each School day;
* they are expected to arrive on time and attend all timetabled lessons;
* they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
* they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
* any unexplained absence will be followed up;
* 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; and
  + sanctions against them in line with the School's behaviour policies.

If students are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Housemaster/mistress in the first instance. Students are entitled to expect this information to be managed sensitively.

**Additional needs**

The School recognises some students may find it harder than others to attend School, and will work with those students 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 adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities.

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

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

The School’s SAC will contact the Inclusion Officer at the local authority if a student of compulsory school age (the school’s GF [GCSE Foundation] cohort) 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 student will have to miss 15 consecutive school days or more for illness or the student'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.

**Parent / carer responsibilities**

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

This means students 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.

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

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

**Staff Training**

The School ensures that regular guidance on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. 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; and
* the School's strategies and procedures for tracking, following up and improving attendance.
* the law and requirements of schools including on the keeping of registers;
* the process for working with other partners to provide more intensive support to students who need it;
* the necessary skills to interpret and analyse attendance data; and
* any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including pastoral staff and senior leaders. The School maintains written records of all staff training.

**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 student (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate the School will attend regular targeting support meetings.

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

* New student and deletion returns;
* The School’s SAC will contact the Inclusion Officer at the local authority if students of compulsory school age (the school’s GF [GCSE Foundation] cohort) are failing to attend regularly or missing 10 consecutive school days where their absence has been recorded with one or more of the absence codes statistically classified as unauthorised;
* The School’s SAC will contact the Inclusion Officer at the local authority if students of compulsory school age (the school’s GF [GSCE Foundation] cohort) are missing or expecting to miss 15 days due to sickness or the student'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.

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 must provide specific student information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be provided to the DfE.

Where appropriate, the School is expected to inform a student'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.

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| Authorised by | resolution of the Partners  A close-up of signature  Description automatically generated  A signature of a person  Description automatically generated |
| Date | 24/06/2025 |

|  |  |
| --- | --- |
| Effective date of the policy | 1st September 2025 |
| Circulation | Partners / all staff |

**Appendix 1 - School arrangements**

**Managing attendance**

The School monitors, records and shares data about student attendance as part of its duty to promote good attendance, and to safeguard and protect students. It accurately completes admission and attendance registers as required by law and set out in Appendix 2, 3 and 4. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law (6 years).

The School expects all students to be present (exceptions noted below) at School for the whole of the School day, usually from registration at 8.15am to close at 6.10pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips, or reduced (e.g. on Fridays, or at the end of half-terms, terms).

**The role of parents / carers**

The School expects all parents to:

* make any application, to the Housemaster/mistress, for an authorised leave of absence at the earliest opportunity;
* notify the School, via the Housemaster/mistress, of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
* co-operate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
* Parents of day students should ensure their child attends School by 8:45 for morning registration;
* Parents of boarding students should ensure their child returns to their boarding accommodation by 10:30pm on Sunday before the beginning of the school week.

**Registration and attendance checks**

Morning registration

All boarding students register from 8.00am. In boarding houses, Housemaster/ mistresses check attendance and complete the register, electronically.

Day students register with the Day Housemistress in her office. The register is open from 8.15 – 8.45am and is completed electronically. Students will be marked as absent if they have not registered by 8.45am.

Afternoon registration

All boarding students are checked and registered by Housemaster/ mistresses by 7.30pm.

GCSE Foundation students of compulsory school age are registered each day at the beginning of the afternoon by an allocated member of staff. Absences are followed up with relevant Housemasters.

Day students are checked and registered by the Housemistress in her office between 1.25 – 1.45pm. The register is open from 1.25 – 1.45pm and is completed electronically. Students will be marked as absent if they have not registered by 1.45pm.

Day student timetable adjustments

Day students may be allowed to arrive in school later, and in time for their first lesson, if they have a timetabled study period in the lesson 1 session. This arrangement has to be pre-agreed with the Housemistress and parents. The Housemistress will use the absence code X (non-compulsory school age pupil not required to attend school), but the student must report to the Housemistress on arrival who will note their presence internally.

A2 day students may be allowed to leave school earlier than the published end time of the school day if they have no further lessons or commitments. This arrangement has to be pre-agreed with the Housemistress and parents. The student must inform the Housemistress of their departure. The Housemistress will note the details internally but not amend the register code for the afternoon session unless the student is already absent (agreed) for the afternoon registration session due to timetabled study periods.

Class registers

Subject teachers complete registers at the beginning of each lesson (via the school’s Track system) in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration. Housemaster/mistresses are informed via Track of any unexplained absence from lessons in order for them to follow up, explain or investigate the absence.

**Reporting absence**

If a boarding student is to be absent from School for any reason, the parent / carer should contact the relevant Housemaster/mistress by email / telephone as soon as this is known, or for day students at the latest by 8.45am on the first morning of absence. Where a student is ill, the Housemaster/mistress should be notified of the nature of the illness. Absence will be recorded on the Attendance Register and this feeds through to the school’s absence recording system and the Track system to inform subject teachers.

**Managing absence**

If a student has an unexplained absence (this would include not returning to the boarding house at the agreed time or a day student not arriving in school at the agreed time), the Housemaster /mistress will follow procedures outlined in the School’s Missing Students Policy.

If the Housemaster/mistress and Deputy Head Students deems the student’s absence (for authorised reasons) to be unduly long and/or of uncertain legitimacy, they will investigate with the parents/guardians and involve them in a programme aiming to return the student to normal attendance as soon as possible.

**Authorised absences**

Students may apply for an authorised leave of absence (for a university visit, medical appointment etc). This request should be made in person, via telephone or via email from the parent/guardian to the relevant Housemaster/mistress. The Housemaster/mistress, in conjunction with the Deputy Head Students agree what is ‘reasonable’ in terms of length and purpose of absence and may then give permission. For agreed and pre-arranged absence, students should obtain a ‘blue card’ from the main school Reception and ask subject teachers to sign this to show their knowledge and consent of the pre-arranged absence. This card is returned to the Housemaster before permission is granted to the student. For absences that the Housemaster and Deputy Head (Students) deem as unreasonable (in terms of purpose or length), the parents will be informed via email, in person or by telephone.

**Reporting duties**

The School has statutory reporting obligations if a student fails to regularly attend or their absence is unauthorised.

The School’s SAC will contact the Inclusion Officer at the local authority if students of compulsory school age (the school’s GF [GCSE Foundation] cohort) are failing to attend regularly or missing 10 consecutive school days where their absence has been recorded with one or more of the absence codes statistically classified as unauthorised.

For a student holding a Student or Child Student visa sponsored by the School under the Points Based System, the School will report to UKVI if the student misses ten consecutive expected contact points. The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance. Action will also be taken in accordance with the Safeguarding and Child Protection policy if any absence of a student from the School gives rise to a concern about their welfare.

**Appendix 2 - Attendance register**

The School records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Student 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. (See Appendix 3)

The attendance register is 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 register is a legal record and the School preserves every entry in the attendance or admission register for 6 years from the date that the data was entered.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students 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.

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

* physically present in school when the attendance register is being taken; or
* absent from the school when the attendance register is being taken; or
* attending a place other than the school.

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

* 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 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 (Student 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 meaning that the code for "unable to attend due to an exceptional circumstance" (C) 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 student is absent from school without authorisation;
* a student has arrived in school after registration has closed and without reasonable explanation.

**Appendix 3 – Attendance Codes**

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| --- | --- | --- |
| **ATTENDING:** | | |
| / | Present AM | Present at morning registration; in school |
| \ | Present PM | Present at afternoon/evening registration; in school |
| **ABSENT (‘Unauthorised’):** | | |
| N | No reason yet provided for absence | **This code needs to be amended once a reason for absence is established.** |
| U | Arrived in school after Registration closed | Late. Not arrived in time for registration but arrived later during the session – but no other reason to explain lateness. |
| G | Holiday not granted by the school | The school has not granted/agreed the absence for a holiday |
| **ABSENT (‘Authorised’):** | | |
| I | Illness | At home/guardian i.e. off the premises |
| M | Medical/dental | Absent due to medical, dental appointment |
| J | Interview | Employment or Higher education institution interview (or audition) |
| S | Study leave | Absence granted to study away from school for a public examination. |
| R | Religious observance | Absent for a day that is exclusively set apart for religious observance. |
| E | Exclusion or suspension | A disciplinary suspension from school |
| C | Other authorised circumstance | Anything else authorised but not covered by another code. |
| **ABSENT (‘Authorised’ but not statistically counted in possible attendances)** | | |
| X | Sixth Former not required to attend school | A student’s timetable does not require them to be in school (free period). |
| V | Educational visit | Attending a school trip organised and supervised by the school. |
| P | Participating in sports activity | Attending a sporting activity organised and supervised by the school. |
| Y2 | Travel disruption | Unable to attend due to widespread disruption to travel caused by a local, national or international emergency. |

Additional codes: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

**Appendix 4 - Admission register**

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

* maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
* inform the local authority of any student 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 6 years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for 6 years after the end of the school year that it relates to.

The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding parents and carers and details of the school they last attended. It also outlines whether each student is a boarder or day student.

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

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

* the full name of the student;
* the address of the student;
* the full name and address of any parent the student normally lives with;
* at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
* the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
* name of the student's other or future school and student's start date or expected start date there, if applicable;
* the grounds (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.