

# Registration Attendance and Absence Policy

Person responsible:	Vice Principal
Date approved by governing body:	March 2023
Review cycle:	Every 2 years
Date of policy review:	March 2025

## Registration, attendance and absence policy (including procedures to be followed for missing children)

This policy is written with guidance from:

- Children missing education (Department for Education, 2016)
- DfE Working together to improve school attendance (May 2022, applies from Sep 2022) Non statutory at present
- Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities (May 2022, applies from Sep 2022)
- The Education (Pupil Registration) Regulations 2006 as amended (including 2016 amendments)
- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- Protocol on partnership working when children and young people run away and go missing from home or care – **within this document there is a quick reference guide to follow if a pupil goes missing** (Gloucestershire County Council, 2015)
- Elective Home Education Guidance for Local Authorities April 2019 [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

These documents are available for reference on PUBLIC on St Rose's network. POLICY DOCUMENTS\Statutory\Documents for Registration, attendance and absence

This policy should be read in conjunction with:

- Safeguarding children policy
- Safeguarding adults with care and support needs
- Remote Learning Policy

Regulation 6 of The Education (Pupil Registration) (England) Regulations 2006 says that the attendance register must be taken at the start of the morning session and once during the afternoon session. It is a legal requirement for schools to register pupils twice a day. This is in line with Department for Education guidance (DfE School Attendance 2016), and to give information about attendance of pupils to the relevant local authorities. Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. There is no minimum amount of time that a pupil has to be in school to be recorded as attending, as long as he or she is present during registration.

High attendance rates have been highlighted as a significant factor in maintaining the quality of education provided in schools. Rates of absence of pupils of compulsory school age are

published. If we are to maintain the continuity of education for our pupils, we must ensure good attendance.

St Rose's believes in the fundamental right of the pupil to be educated to their full potential and to participate fully in the life of the school community. For this to happen we must ensure the pupils and their families feel that we provide a happy, secure and welcoming environment.

At St Rose's we aim to maintain high levels of pupil attendance and punctuality whilst understanding the complexities of their health needs which may require them to attend frequent appointments or mean they are too unwell to attend. Pupils who are at home recovering from illness when they are well enough are supported by our staff, who visit and complete learning activities set by the class teachers with the pupils. St Rose's also links with hospital schools and supports them with learning activities for the pupil when there is an extended stay. This ensures they are able to access the same curriculum as the other pupils in their class and gives them continuity whilst they are in hospital.

We aim

- to reduce absence, including persistent and severe absence
- ensure every pupil has access to the fulltime education to which they are entitled
- acting early to address patterns of absence
- building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **Roles and responsibilities**

### **The governing board**

The governing board is responsible for

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

Attendance information is shared on the Principal's Report at the FGB and with additional detail at the Education, Health and Care Committee.

### **The Principal**

The Principal is responsible for

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **The Vice Principal**

The Vice Principal is responsible for

- Leading attendance across the school
- Offering a clear vision for attendance improvement

- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

#### Registration procedure/teacher or tutor responsibility

- Each Tutor group has a register
- The registers should be collected from the office and there will be a formal registration period at the start of the morning and afternoon sessions.
- The morning register should be taken during first lesson between 9 and 9.45 am.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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 and Working together to improve school attendance (DfE document) for information about when to use attendance and absence codes.

We will also record

- Whether the absence is authorised or not (for students of compulsory school age)
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances
- Registers should be returned to the Office before 11am.
- Students who arrive after the register has been returned to the office should be marked with an L if it is a health issue and with a Y code because of an LA transport issue which means they are unable to arrive on time.
- Lateness should be reported to the office as there may be a problem with transport/health needs as above.
- Special dispensation for lateness is given to our students by the Principal.
- Students who arrive after 11am when the registers are closed are marked with a U and the absence needs to be explained by contact with parents.
- If a student is absent and there has been no notification then the class Tutor will phone/email to check or ask admin staff to do this and repeat this until they have spoken to the parents/carers of the student. Tutors and/or the Head of Care will stay in contact with families when a longer absence occurs.

- Registers to be marked each session according to procedures kept in the register.
- Absences which are known in advance or accounted for should have the appropriate symbol placed in the red absence circle.
- Tutors should total the register each week for their Tutor group.
- When a visit off site is planned the group leader will have completed all relevant paperwork, including risk assessments prior to the trip to ensure it is entered into the school calendar. The group leader will be responsible for the safety and well-being of the students when off site and will ensure all students return to St Rose's. If the student is off site during the registration period then the appropriate approved educational activity code should be used in the register.
- In the residential areas the students attendance will be recorded in the evening register although this is not compulsory.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

#### Administration staff responsibility

- To monitor student attendance through the daily register.
- Registers should be checked weekly to ensure accurate records are being kept.
- Checks should be carried out to ensure verification of absences is being provided and recorded.
- The office should ensure all registers are totalled for each session and on a weekly basis.
- Lateness is a form of absence. Distinction should be made between unavoidable lateness, e.g. medical appointments, transport delays, and persistent unexplained late arrival during the session, which is a form of unauthorised absence.
- The Office should liaise with the Tutors and keep them informed of ongoing absence due to ill health.
- Admin staff will report unauthorised absences of 10 consecutive days or more to the Local Authority via the spreadsheet on [schoolsnet](#) . This applies to Gloucestershire County Council and St Rose's would contact other Local Authorities directly for their procedures if required as directed by the Principal.
- Admin staff will report details of students who are not accessing full-time education in the usual way i.e. not at main registered base all day, every day to the Local Authority via the spreadsheet on schoolsnet as directed by the Principal.
- Admin staff will ensure the LA is notified of all deletions from roll as per guidance on schoolsnet as directed by the Principal.

#### **Parents/carers**

Parents/carers are expected to

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

#### **Planned absence**

Parents should request leaves of absence by the home/school book or a written note or email to school.

Parents have a duty to ensure their children of compulsory school age are receiving full-time education.

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

The absence will be noted on the school calendar to ensure all staff are aware when planning lessons or therapies. Approval for holidays taken in term time will not usually be granted unless the reasons are exceptional.

Only exceptional circumstances warrant a leave of absence for example a student with a life limiting condition may be given permission to go on a special holiday, permission may be given to go for a special therapy to be received, in very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package (see also Appendix 1 Code Y). Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the Principal to determine the length of the time the student can be away from school.

As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

### **Long term absence**

- Steps would be taken to stay in touch with parents/students who have long term absence e.g. weekly phone calls, regular video calls, home visit if required
- A log would be kept of all contact
- We would record on CPOMs under safeguarding.

### **Following up unexplained absence**

- Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:
- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Children/Young people with a social worker who are absent with no reason given – we will contact the social worker.

## Reporting to parents/carers

The school will inform parents about their child's attendance and absence levels at their annual review.

## Authorised and unauthorised absence

### Approval for term-time absence

The Principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as .....

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

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

Valid reasons for authorised absence include:

Illness and medical/dental appointments

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

Flexi-schooling requests – see below

### Flexi-schooling

- Flexi-schooling is a combination of attendance at school and home education. Schools may enter into flexi-schooling arrangements provided they correctly mark children as absent in attendance registers when they are being educated at home. (GOV.UK)
- Schools should use Code C for a flexi-schooling arrangement.  
(Code C: Leave of absence authorised by the school)
- The curriculum is fully tailored to the individual student based on their current needs. These may include:
  - Academic needs (i.e. based on progress and attainment)
  - Health-related needs
  - The child's interests and aspirations
- St Rose's would need to demonstrate that the student's English and maths skills were being developed and that the curriculum taught at home was adequately preparing the student for qualifications and statutory assessments.
- St Rose's would require a formal, written agreement for the flexi-schooling arrangement between parents and the school.

This agreement would cover:

- The days/times when the child will attend the school, and the times when flexi-schooling will apply
- Agreed times for when the child's parent is responsible for the child's safety
- Arrangements for contact and liaison between parent and school
- Entrance for public exams

- St Rose's reserves the right either to agree to an extension of the flexi-schooling arrangement or to terminate it.

### Dual Registration

- A pupil registered at, and attending, two schools part time is 'dual registered'.
- A pupil would be dual registered if they are registered at two schools.

### Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

### Procedures to be followed when it is discovered that a pupil is missing:

#### On site

- During the day the absence must be reported to the Office. They will inform a senior member of staff who will organise a search of the grounds.
- Out of office hours the senior on shift will instigate the grounds search and inform the member of senior management on call.
- If the search is unsuccessful the Principal/senior member of staff will contact the police and then the pupils' parents/carers.

#### Off site

- The group leader will ensure safe levels of staffing for the remaining pupils before initiating a search of the immediate area.
- If the initial search is unsuccessful the group leader will contact the police as well as informing St Rose's office staff.
- The Principal or senior member of staff on-call will contact parents/carers.

Once the pupil has been found the Senior Member of Staff on duty will use their professional judgment to outline the response towards them, setting in place a system of monitoring for adverse reactions to the experience.

- A written report of the incident will be made and filed
- The education and Performance Team at the LA will be notified of any pupil whose whereabouts are not known within 10 days of the pupil going missing and following attempts by the school to locate the pupil. The LA's CME policy will be followed.



### Attendance monitoring

- St Rose's will monitor attendance and absence data half termly, termly and yearly across the school and at an individual student level.
- Identify whether or not there are particular children whose absence may be a cause for concern.

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases (Wonde). The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

### The school will

- Analyse attendance and absence data regularly through reports from our MIS system (PASS). These reports are kept in an Attendance file in the Admin Office. The reports identify students or cohorts that need additional support with their attendance, and we use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Regular attendance reports are available to class teachers and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

### The school will

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Discussion with the Local authority about severe absence.

**This Policy Statement is considered part of the Terms and Conditions of Employment for all staff at St. Rose's**

.....  
Chair-Governors

.....  
Principal

Date: ..... 15.3.2023

Date: ..... 15.3.2023

## APPENDIX 1 (This appendix is an addition to the policy)

### ST ROSE'S

#### The marking of Attendance Registers

*Teachers* are responsible for class registers (a legal document) *which must be maintained accurately and neatly* in accordance with the Education (Pupils Attendance Records) Regulations 1991 and the Education (Pupil Registration) Regulations 1995 which stipulate that schools should maintain an attendance register for each class. This must be marked twice daily during the morning and afternoon registration time by the teacher, or occasionally by a TA. Schools must distinguish in the attendance register between authorised and unauthorised absences of pupils of compulsory school age. *All entries must be made in ink.* The following symbols are to be used:

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
------	------------	----------

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2

### Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>