



ATTENDANCE AND PUNCTUALITY POLICY

General Statement and Aims

The King's School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The School will strive to provide a welcoming, caring environment, whereby the whole School including the Foundation Class (EYFS) feels wanted and secure. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life opportunities.

This policy aims to:

- Encourage a culture of good attendance and punctuality;
- Ensure every student can participate fully in school life;
- Prioritise good attendance and improve punctuality across the School by addressing patterns of absence;
- Listen to families and offer support when needed;
- Recognise the linkages between attendance/absence and pupil wellbeing and prioritise student well-being by maintaining a consistent approach to safeguarding;
- Foster a culture of safety, equality, and protection throughout the school.

Key School Contacts

Key staff/contacts - Mrs Ball, Receptionist
Email: office@thekingsschool.com

Head of Primary - Mrs Edmonds
Email: primary@thekingsschool.com

Head of Secondary - Mrs Hart
Email: senior@thekingsschool.com

Headteacher - Mr Reeves
Senior Leadership Team member/Senior Attendance Champion (including Foundation Class)
Email: kings.pa@thekingsschool.com

Regulatory Framework

The School undertakes to comply in all matters relating to admission and attendance with ISI Regulatory Requirements (Part 3, paragraph 17) and the DfE

- Education (Independent School Standards) Regulations 2014;
- EYFS Statutory framework for the Early Years Foundation Stage (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989
- Childcare Act 2006;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration (England) Regulations) 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has been prepared to meet the School's responsibilities under various [legislation and guidance](#) listed at the end of this policy. The School's [policies and procedures](#) relevant to this policy are listed at the end of this policy.



Publication and Availability

This policy is published on the School website and is available in hard copy on request. It will be reviewed every two years or as necessary by a member of the School's Senior Leadership Team (SLT). A copy of the policy is available for inspection from Reception during the school day. This policy can be made available in large print or other accessible formats if required.

Definitions

Attendance - References to attendance for all or part of the timetabled school day.

Compulsory school age - begins at the start of the term following the child's fifth birthday. The leaving date is approximately the last Friday in June for all pupils who are 16 years old. Pupils may be educated at The King's School both before and after compulsory school age.

School Day - The School expects all pupils to be present at School for the whole of the school day, usually in the Primary School from registration 9:00am to close 3:10pm and, in the Secondary School at 8:50am to close at 3:30pm. This period may however be extended, for example for after-school clubs, sports fixtures or school trips.

School Year - As an independent school, The King's School is required to set its particular term dates. This is normally based largely on Hertfordshire County Council term dates as published on the School website. School date decisions do consider Bedfordshire County Council term dates given the number of pupils and staff drawn from the area. The school year is defined as "the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July". The school year is open to pupils for at least 360 sessions a year.

Registers - 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. The **attendance register** is a record of the School's statutory duty to take mark attendance twice daily. Registers are legal documents which record whether the School and parents have fulfilled their obligations and are kept correctly.

Parent - means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a pupil; and
- Any person who has care of a pupil (i.e. lives with and looks after a pupil).

Pupil - References to a pupil include anyone who is receiving an education at the School except a person who is 19 or over.

The Importance of Good Attendance

The School understands how crucial it is to establish good attendance habits right from the start. This is a key part of our School's ethos and **The King's School Way**. When it comes to promoting good attendance, we acknowledge:

- Attendance is just as important as good behaviour and is central to our School's vision, values, and daily activities;
- Attendance plays a role in various school improvement efforts, including academic performance, behaviour, preventing bullying, supporting pupils with special educational needs or medical conditions, mental health, and ensuring the well-being of all pupils, especially those from disadvantaged backgrounds;
- We have high expectations for attendance and punctuality for all pupils, and we communicate these expectations regularly and clearly to both pupils and parents;
- Keeping track of attendance is an ongoing process that requires constant review and adjustment of our methods 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.

Responsibilities of the School

The School will:

- Maintain procedures for statutory registration; that is, in compliance with DfE working together to improve school attendance guidance, the School maintains an Admissions Register and an Attendance Register, in the form of the School Database, using the Double First software 'Engage'.
- Make phone/email/letter contact with parents, using designated school staff, on the first day of absence.
- Ensure clearly defined late registration procedures.
- Respond swiftly to lateness (in respect of both pupils and parents).
- Recognise its legal duty to report certain attendance issues to the local authority – specifically, an unauthorised absence for a continuous period of ten days or more (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the School register when the next school is not known. In this last case, the School is required to report the circumstances as soon as possible to the local authority in which the pupil lives.
- Will monitor and report on attendance to staff, parents and the local authority.
- The designated senior leader with overall responsibility for championing and improving attendance is Andy Reeves, Headteacher, kings.pa@thekingsschool.com
- Will work with parents to encourage attendance by providing a calm, orderly, safe and supportive environment where pupils want to be and are keen and ready to learn.
- Will recognise that children missing education can act as a warning sign to a range of safeguarding issues.

The School informs parents and encourages good attendance and punctuality by:

- Establishing and maintaining a high profile for attendance and punctuality;
- Relating attendance issues directly to the School's values, ethos and curriculum;
- Using the School's Parent Handbook to inform and promote good attendance;
- Hold an Induction Evening for all new parents and all Year 7 parents where this matter is raised; and
- To have clear procedures for dealing with attendance issues.

The School's Senior Leadership Team has overall responsibility for championing and improving attendance in School. The SLT has a clear vision for attendance improvement, evaluates and monitors expectations and processes and has oversight of and analyses attendance data, including:

- Keeping the policy up to date and compliant with the law and best practice;
- Monitoring the implementation of the policy;
 - Have a formal routine for registers being taken accurately each morning and afternoon;
 - Seek explanations of absences required from pupils on their return to School;
 - Make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the School;
 - Look out for trends or patterns in a pupil's attendance and inform the SLT of any specific concerns;
 - Deal with lateness to lessons consistently and promptly;
 - Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
 - Discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.
- Seeking input from interested groups (such as pupils, staff, and parents) to consider improvements to the School's processes under the policy;
- Formal annual review.
and
- Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies.



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. All school staff will work with pupils and their families to ensure each pupil attends School regularly and punctually.

Responsibilities of Parents

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.

Parents have a legal duty to ensure that their child attends School regularly. Pupils must attend every day that the School is open (unless they are ill or permission has been granted in advance).

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

Expectations the School places on all parents are:

- Make an application for an authorised leave of absence at the earliest opportunity;
- Notify the School 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
- Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

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 must ensure their child is in School before the morning register after which they will be marked as late.

Parents must inform the School in writing of the reason for each absence. The School will determine whether the absence is authorised or unauthorised.

Leave of Absence

There are only three grounds for authorised absence:

- The child is unable to attend due to sickness or other unavoidable causes;
- The child has been granted exceptional leave of absence by the Headteacher;
- The child is attending another school for a visit.

Illness

Parents must inform the School, preferably by phone at 01582 767566 (option 1 an absence message creates an email record) or [email](#), on the first day their child is sick. This must be followed up by a letter or [email](#) confirming the absence when the child returns to School. A doctor's sickness note is not required unless the absence exceeds two weeks. Pupils with long-term illnesses or other medical conditions may be set work and sent home by the School – hospital tuition may be provided if the pupil is hospitalised for an extended period. Where it is accepted that the pupil was ill, the absence is authorised.

Feeling Ill at School

If a pupil falls ill during the school day and needs to go home, a parent will be contacted. The first aider completes the Pupil Leaving School form which indicates why the pupil needs to go home, the Headteacher then authorises the departure prior to the parent collecting the child. Reception staff record the date and time when the parent collects their child. The pupil's details, the reason for leaving and time out are then entered into the Absence Book by Reception staff.



Vomiting

If a child vomits at School, for whatever reason, their parents should be contacted and the child taken home immediately, with the above procedure being followed. All children who have vomited either in School or at home should stay away for **48** hours.

Medical Appointments

If a child has a medical appointment, the parent should complete a request for Leave Of Absence Form ([LOAF Appendix I](#)) and hand it in or email it to [Reception](#). The Form will be passed for authorisation/signature to the Headteacher. A note will be raised against the pupil's record on the electronic register, the original is put in the Absentee File. Where the appointment means the pupil is collected early from School or in the middle of the school day and then brought back to finish the school day, the pupil's details, the reason for leaving and time out and back are then entered into the Absence Book by Reception staff.

Requests for Holiday Leave

If parents would like their child to leave early from School or have days off for any reason other than medical, the request should be made in writing using the [LOAF](#). Before the letter is filed, parents would be contacted to confirm approval from the Headteacher.

Parents must request leave from the Headteacher **in writing or by email and at least 3 days in advance**. Parents do not have the right to keep a child off school during term time. The Headteacher has the discretion to allow up to 10 days holiday leave in special circumstances.

The following instructions and the form (copy provided below) are provided for parents:

LOAF (Request for Leave Of Absence Form)

- If parents need to request leave of absence for their child for a medical appointment or another reason, the attached LOAF should be used and given in at Reception or emailed to office@thekingsschool.com – at least 3 days prior to the requested date of leave.
- The **LOAF editable form** is used for medical appointments or to request a pupil's leave of absence for any other reason. Most medical appointments can often only be booked during the school day, but the School needs to be informed **before** the date of the appointment.
- This form should not be used if a pupil is off school because of illness. Parents will need to telephone or [email](#) the School before **9:15am** on the first day their child is ill, and then write to the Headteacher on the day they return giving the reason for the absence.
- This is a legal requirement of the Department of Education and should always be complied with.
- The attached form can be kept in parents' email files to print and use in the future. The form is also available from the School Reception.

Pupil 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. Pupils 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;
- 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 or their parents in line with the School's behaviour policies.



If pupils 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 Class Teacher in the first instance or those staff identified in [Key School contacts](#) above. Pupils are entitled to expect this information to be managed sensitively.

School Arrangements

Attendance and punctuality must be a priority for all those associated with the School, including pupils, parents and teachers.

The School monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as is required as set out in [Appendix II](#) and [Appendix III](#) respectively. The School has effective day-to-day processes in place for the follow-up of absences.

The School will accurately complete admission and attendance registers. Each half-day absence from the School for each pupil is classified by the School as authorised or unauthorised.

- Authorised absences are mornings or afternoons away from school for a good reason, such as illness or other unavoidable cause(s).
- Unauthorised absences are those which the School does not consider reasonable and for which no leave has been authorised.

All absences are noted by the Receptionist and are logged on the MIS (Engage). Unauthorised absences are investigated by the Reception staff on the day they arise and reported to the Senior Leadership Team by 10am daily.

All requests for leave of absence will be dealt with on a case-by-case basis. All such requests are considered by the Headteacher – flexibility exists in response to difficult or compassionate circumstances whilst discouraging unnecessary absence.

The School should respond to all requests in writing – usually by email – giving the reasons for the decision, whether for permission or refusal. The communication should confirm the date for return, an expectation that the Parents will contact the School if their return is delayed and what action will be taken if the pupil fails to return. Similarly, if permission is refused, this will be by written communication.

Keeping of Registers

Both an admission register and an attendance register are kept. Every child (of compulsory school age) should be on both registers. A child will be considered a registered pupil after they have completed a full-day session (i.e., two half days). Pupils of compulsory age must not be on two schools' registers at the same time unless the School has agreed that the pupil should be a registered pupil at more than one school.

Registers are completed using the Engage MIS system (cloud-based).

Illness

If a pupil falls ill during the school day and needs to go home, a parent will be contacted. The first aider completes the form which indicates that the pupil needs to go home, the Headteacher then authorises the departure. The Reception staff records the date and time when the parent collects their child. The pupil's details, the reason for leaving and time out are then entered into the Engage MIS by the Reception staff.

Lateness

Pupils should attend full-time and under normal circumstances should be at School before morning registration and stay until the end of the school day. Occasionally, usually due to circumstances beyond the



control of parents, pupils may arrive late. When pupils do arrive, they **must report to Reception**. They will receive a late mark in the register.

The School will actively discourage late arrival, will be alert to patterns of late arrival and will seek an explanation from parents.

Training

The School ensures that regular guidance and training 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 often a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

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 also work with parents to develop specific support approaches for attendance for pupils with special educational needs. Suitable strategies will also be considered for pupils with any social, emotional or mental health issues that is affecting their attendance at School or lessons. Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

Approved Educational Activity

The School may arrange for pupils to undertake part of their education outside the School premises. These activities are educational; examples include swimming lessons, sporting activities, school visits or outings. Schools must verify that the pupil was present at the approved activity or else they are marked as absent. Only the School can approve an educational or sporting activity. The pupils are supervised whilst undertaking the activity.

Monitoring Attendance

The School will monitor the attendance of all students, including those on a Student Visa and ensure that attendance records are up to date. The School will undertake regular data analysis to identify and provide additional support to pupils who need it, look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- Monitor and analyse weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders, including the SENCo and Designated Safeguarding Lead (DSL/DDSL);
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- Benchmark attendance data to identify areas of focus for improvement;
- Devise specific strategies to address areas of poor attendance identified through data; and
- Report to trustees to support its work.

School Closure

When the School is closed for holidays, INSET days or occasional days which have been planned, this is known as a **planned closure**.



An **enforced closure** is when there has been a site failure e.g., heating failure or transport problems because roads have been closed due to weather or accident. If the School closes during the day because of adverse weather conditions and the register has not been taken, the enforced closure mark must be used on registers.

Reporting Unauthorised Student Absences

The School must report unauthorised absences for a continuous period of 10 days or more to the local authority, in keeping with the School's statutory reporting obligations.

In compliance with UK Visas and Immigration (UKVI) regulations, The King's School is required to monitor and report unauthorised absences of any student under the Student Visa route. Where a pupil holding a Child Student Visa sponsored by the School under the points-based system has unauthorised absences, the School will report to UKVI where the pupil misses ten consecutive expected contact points. Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report after the tenth unauthorised absence (on the fifth day) will be made by the School's Level 1 user via the UKVI Sponsor Management System (SMS) in accordance with the prevailing UKVI Student Sponsor guidance. This may result in the cancellation of the student's visa and the termination of their enrolment at the School.

Action will also be taken under the Missing Child Policy and Child Protection and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

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.

Storing of the Registers

The King's School Admissions Register is kept for six years after the end of the year to which they relate. Attendance Registers are printed/held electronically every month.

Both admissions and attendance registers are kept secure to prevent unauthorised access to the information contained in them. Electronic records are protected and regularly backed up as above. Backups must be securely stored on the School servers, paper copies archived in a locked room.

At the end of each school year, the attendance registers must be kept for six years after the end of the year to which they relate.

This policy should be read in conjunction with all other School policies and procedures, particularly the Child Protection and Safeguarding Policy, Behaviour Discipline and Behaviour Management Policy, Parent Contract, Missing Child Policy & Child Missing Education & Procedures, Health and Safety Policy and SEN Policy and Information Report.

Reviewed: March 2018

Reviewed: September 2020

Reviewed: September 2022, January 2023

Reviewed: November 2023, February 2024, August 2024

Next Review: September 2026



Legislation and Guidance:

This policy has regard to the following guidance and advice:

[Working together to improve school attendance](#) (DfE, applies from September 2022);

[Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);

[Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);

['Is my child too ill for school?' guidance](#) (NHS, April 2021);

[Keeping children safe in education](#) (DfE, September 2023);

[School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);

[Children missing education](#) (DfE, September 2016);

[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);

[Remote education guidance](#) (DfE, updated February 2023); and

[SEND Code of Practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

New:

[Education for children with health needs who cannot attend school](#), (DfE, February 2023);

[Summary of responsibilities where a mental health issue is affecting attendance](#), (DfE, February 2023);



APPENDIX I – REQUEST FOR LEAVE OF ABSENCE FORM

REQUEST FOR LEAVE OF ABSENCE



LOAF

Name of pupil:				Year:	
Date requested from (first day of leave):					
Date requested to (last day of leave):					
Time leaving school:		Time returning to school:			
Time of appointment if medical:					
<u>Reason for request for leave of absence:</u>					
Parent/Guardian:				Date:	
Email:		Mobile:			
For office use only:					
Permission *granted / *not granted			<i>*delete as appropriate</i>		
Signed:			<i>Headteacher</i>	Date:	
Number of previous requests for leave of absence:					
Number of days of leave of absence granted:					



APPENDIX II - THE ADMISSIONS REGISTER

This must contain details about each pupil at The King's School including more than one emergency contact number/details. This includes pupils who may be attending the School on a temporary basis e.g., pupils whose parents are in the country for short term missions. It does not include details of pupils' attendance.

The register must include:

- Pupil's full name.
- Pupil's gender.
- Pupil's date of birth.
- The date the pupil was admitted to the School.
- The name of the last school the pupil attended.
- The name and address of every parent and carer of the pupil known to the School.
- Which parent the pupil normally lives with.
- Emergency contact details of at least two parents and/or carers.

It is important that the register is kept up to date and is securely stored. Parents should be encouraged to inform the School promptly of any changes to the emergency contact details.

Amending the Admissions Register

The Admissions Register can only be amended to correct an error or update a pupil's details.

Deletions from the Admissions Register

Pupils of compulsory school age may not be simply removed from the Admission or Attendance Registers. Nor can pupils be removed from the attendance register but still remain on the School roll. A child can only be removed from the attendance register if they have also been removed from the admissions register.

The School will notify the local authority as soon as the pupil's name is to be deleted from the admission register. This does not apply where the pupil's name is deleted after they have completed the School's final year (for example, pupils who leave Primary School at the end of Year 6, or Secondary School at the end of Year 11), unless the local authority requests such information.

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 full name and address of any parent with whom the pupil lives.
- At least one telephone number of any parent with whom the pupil lives.
- The full name and address of the parent who the pupil is going to live with, 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.

Pupils' names may be removed from the Admissions Register when:

- Parents have registered them at another school.
- The parents have given written notification that they are withdrawing their child from the School and are educating the child elsewhere.
- The child has stopped attending and no longer resides within a reasonable distance of the School.
- After four weeks of continuous absence, the parents have failed to let the School know of the child's whereabouts, even though the School has made reasonable efforts to contact the parents.
- The child has a School Attendance Order which has been changed to name another school or revoked.



- A pupil has not returned following an authorised leave of absence, within 10 days of the expected return, without reasonable grounds – all reasonable efforts will have been made to locate the child.
- The child has died or is permanently, medically unfit to attend school.

Transfers Between Schools

Where a pupil is transferring to another school, The King's School will delete the pupil's name from the Admissions Register on the day after their final day in school, usually on the day the pupil is entered on the admission register of the new school.

Dual registrations may be permitted temporarily under exceptional circumstances; e.g., for a child for the purpose of attending a hospital school.



APPENDIX III - THE ATTENDANCE REGISTER

Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements. The School has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.

The School will use these records to identify patterns of poor and persistent attendance at both individual and cohort levels. They will then work with pupils and parents to resolve any issues before they become entrenched.

Registration

All pupils are registered twice a day (as required by law) by their Class Teacher, using Engage MIS registration. This is marked at the beginning of each am session and each pm session (immediately after lunch). The attendance register must include all those on the admission register. The register opens at 9:00am and is closed at 9:10am for Primary pupils, and at 8:50am and will be closed at 9:00am for Secondary pupils, after which a pupil will be marked as late. The registers are completed promptly and checked after each session by the School Reception after registration of each session.

There are four basic registration categories:

- Present
- Attending an authorised educational activity off site
- Authorised absence
- Unauthorised absence

If the distinction between authorised and unauthorised cannot be made at the time, it must be made as soon as practicable after the reason for the absence is established.

Amending the Attendance Register

The Attendance Register can only be altered if staff discover that an error has been made, an unexplained absence has since been explained – no later than 5 working days after the session – or a pupil's preferred name has changed.

Recording Absence

Absence will be recorded as set out below using national absence codes correlating to:

- authorised absence;
- excluded (while still on the admission register);
- holiday authorised by the School;
- illness;
- medical or dental appointments; and
- study leave.

Authorised Absence from School

All applications for an authorised leave of absence from School should be made with reasonable notice and addressed to the Headteacher.

Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for an authorised leave of absence individually taking into account the specific facts and circumstances and the relevant background context behind the request. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil is authorised to be away from School.

Parents are expected to make leave of absence requests in advance.



Remote Education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- Ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care Plan or has a social worker, the local authority should also be involved in the decision.
- If remote education is being used as part of a plan to reintegrate back to School, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to School at the earliest opportunity.
- Setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in-person education with the required support in place to meet their needs.

Pupils who are absent from School and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor a pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to School.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

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" is not appropriate. Examples include:

- holiday has not been authorised by the School or is more than the period determined by the Headteacher;
- 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.