



MILTON ABBAY SCHOOL

Pupil Attendance and Registration Policy

Issue Date:	September 2024 v3 February 2025
Review Date:	September 2025
Policy contact:	Zoe Livingstone, Deputy Head Pastoral
Approved by:	James Watson, Headmaster
Publication:	With a view to this policy being easily accessible to leaders, staff, pupils, and parents, we publish this on the school's website, draw it to the attention of parents prior to pupils joining the school and remind parents of the importance of good attendance at the beginning of each school year.

Attendance and Registration Policy

Statement of intent

This policy links to the Children Missing Education and Missing Pupil Procedure. It should also be read in conjunction with the school's Safeguarding Policy.

This policy is designed to address the specific statutory obligations on the school to record attendance and absence. It has been prepared to meet the school's responsibilities under DfE (2024) [Working together to improve school attendance](#).

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'

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

Parents of registered pupils have a legal duty to make sure that children of compulsory school age attend on a regular and full-time basis. Every opportunity will be used to convey to pupils and their parents/ guardians the importance of regular and punctual attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We will work in partnership with families to find supportive routes to improve attendance.

For pupils to take full advantage of the educational opportunities offered it is vital they attend every day the school is open unless the reason for the absence is unavoidable.

High level of attendance is important because:

- statistics show a direct link between underachievement and attendance below 95%.
- missing out on lessons leaves children vulnerable to falling behind.
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, schoolwork and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, higher education, employment or training

To ensure the safety and welfare of the pupils it is important that procedures are in place and their whereabouts are known.

We endeavour to work with families to make sure that any problems or circumstances, which are or may lead to poor attendance are given the right attention and dealt with in a timely manner.

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 early intervention to address and reduce patterns of absence including persistent absence;
- to ensure there is appropriate communication between parents and the school in the case of absence;
- to ensure, so far as possible, that every pupil in the school is able to benefit from and make their full contribution to the life of the school;
- to prioritise 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 links between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

Roles and Responsibilities

Statutory Registers are recorded on the school's management information system 'isams' and are backed up regularly. The national codes used (as outlined in appendix one) enable schools to record and monitor attendance and absence in a consistent way, which complies with the regulations.

It is a statutory requirement that all day pupils are registered at the start of each school day (Morning (AM) callover) and at the start of the afternoon session (Afternoon (PM) callover). On each occasion the HSM or a member of house staff, will record whether the pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances;
- Not attending in circumstances that contravene national guidance in relation to managing a global pandemic.

As Milton Abbey School has a mixture of boarders and day pupils, although not a legal requirement, boarders will be registered using the same methodology for convenience, and to act as a check on their whereabouts for reasons of welfare and health and safety.

Pupils are also registered internally in all other callovers (evenings and weekends), and in all lessons, sport and round square sessions during the school day, for safeguarding reasons.

Reporting duties

The school will work jointly with the local authority and share data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). We are legally required as a school to share information from their registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

If a pupil is absent from school and we have concerns that there are barriers to the child's return this will be discussed at the safeguarding team meeting or house pastoral team meeting for possible referral to the local authority via the DSL or deputy.

In the event that a pupil holding a Child Student Visa (CSV) sponsored by the school goes missing, the school will report to UKVI if the pupil misses ten consecutive expected contact points. Each time the school's morning (AM) and afternoon (PM) attendance register is completed it is treated as a contact point for these

purposes. The report will be made by the Deputy Head Development and Admissions, or another Level 1 user, via the Sponsor Management and in accordance with prevailing UKVI guidance.

Parents of sponsored Child Student Visa pupils should therefore (as far as is reasonably practicable) adhere to term dates when booking international flights as pupils' non-attendance is recorded if they arrive late at the beginning of term or leave early at the end of term and, depending on the circumstances, this may constitute an unauthorised absence.

Action will also be taken in accordance with the Missing Pupil Procedure and Safeguarding Policy if any absence of a pupil from the school gives rise to a concern about their welfare.

Responsibility of parents/guardians

- Parents should inform the Housemaster, House staff, personal tutor or school reception in advance of any planned absence for school for example medical or other appointments. In the event of any unforeseen absence (such as illness) or if a pupil is likely to be late for morning registration, parents are asked to email/telephone the school before 09:00 to report this. Parents must make clear how long this is expected to be for and communicate any additional days in a similar manner. If communication has not been received from the parent, the school will make enquiries in regard to the absence.
- Parents should make requests for absences (other than those for a short medical or dental appointment) in writing to the Senior Deputy Head.
- Support the School with their pupil in aiming for 100% attendance each year.
- Avoid taking the pupil out of school for non-urgent reasons. We really appreciate it if medical and dental appointments are not being made during the school day wherever possible. However, we understand that this is not always something that parents can control. If this is not possible, please ensure your child attends school directly after/before the appointment.
- Support the school's efforts to engage the pupil in catching up their learning after any absences.

Responsibilities of pupils:

- Attend every day unless ill or have an authorised absence.
- Arrive in school on time.
- Attend all registrations and lessons on time (or communicate in advance if this is not possible)
- Pupils must take responsibility if they arrive at school after registration or miss registration due to late running riding or sport activity, the pupil should report to Reception and sign in. Pupils must sign out from Reception when they depart for appointments and sign back in when they return to school.
- When leaving or returning to the Boarding House, boarders must obtain the appropriate permissions and sign in and out of the House using the signing in/out system and process in their House.
- Engage with support to catch up their learning once they are back in school after a period of absence.

Senior Attendance Champion

- The Deputy Head Pastoral/DSL assumes this role.
- Sets a clear vision for improving and maintaining high levels of attendance.
- Establishes and maintain effective systems for tackling absence ensuring they are followed by all staff, parents and pupils.
- Has a strong grasp of absence data to focus collective efforts of the school.
- Regularly monitors and evaluates attendance progress and liaises with HSMs regarding levels of absence and necessary follow up action.
- Shares information with the local authority as required.
- Reviews the efficacy of the school's strategies and processes for attendance.
- Promote and reward good attendance and punctuality with pupils at all appropriate opportunities.

The Senior Attendance Champion (SAC) is Zoe Livingstone (Deputy Head Pastoral) who can be contacted via zoe.livingstone@miltonabbey.co.uk. Staff, parents and pupils will be expected to contact the SAC if they have any queries or concerns about attendance.

Responsibility of the Housemaster (HSM).

- Ensure that all pupils are registered accurately at callover using the national codes.
- Promote and reward good attendance and punctuality with pupils at all appropriate opportunities.
- Report and discuss any attendance concerns with the SAC/ DSL.
- Support pupils with absence to engage with their learning once they are back in school.
- Ensures that their House registers contain no unexplained absences by the end of each week.

Responsibilities of classroom teachers:

- Ensure that all pupils are registered accurately for lessons, sport and activities.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Communicate any concerns or underlying problems that may account for a pupil's absence.
- Support pupils with absence to engage with their learning once they are back in school.
- It is the responsibility of staff who take pupils off site to ensure that the relevant documentation has been completed and communicated before the time of departure.

Admission register (School Roll)

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

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points.
- The admission register will be kept on iSAMS
- The school will ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made.
- 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 and whether each pupil of compulsory school age is a boarder or day pupil.
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- When any of the situations set out in regulation 9 occurs, the pupil's name will be deleted.
- Where the school notifies the local authority that the pupil's name is to be deleted from the admission register, the school will provide it with the following information:
 - the full name of the pupil;
 - the address of the pupil;
 - the full name and address of any parent the pupil normally lives with;
 - at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - the pupil's future address, the full name and address of the parent 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 9) under which the pupil's name is to be deleted from the admission register.

It is vital that the admission register is kept up to date. Parents must inform us of any changes whenever they occur so that we can ensure that the admission register is amended as soon as possible. Parents should email admissions@miltonabbey.co.uk with any changes.

Appendix One

Staff taking formal AM/PM registers must not use any other codes than those stated below. 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority*	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity*	Pupil is attending a place other than the school for an approved educational activity that is not a sporting activity or work experience.
D	Dual registered	Pupil is attending a session at another setting where they are also registered. (e.g. attending a pupil referral unit, a hospital school or a special school on a temporary basis)
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave (for a public examination)	Pupil has been granted leave of absence to study for a public examination
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age not required to attend

C2	Compulsory school age pupil on a Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided by the school or local authority is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause*	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been added to school register
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

***The legislation states that for codes B, K and Y7 a reason has to be entered against the mark.**