



MILTON ABBAY SCHOOL

Pupil Attendance and Registration Policy

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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

Code	Description
Attending school	
/ or \	Present at the school when attendance register begins to be taken.
L	Late arrival before the register is closed.
Attending a place other than the school	
K	Attending education provision arranged by the local authority*
V	Attending an educational visit or trip.
P	Participating in a sporting activity.
W	Attending work experience.
B	Attending any other approved educational activity*
D	Dual registered at another school.
<i>Authorised absences the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence</i>	
Absent - leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment.
J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution.
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for compulsory school age pupil subject to part-time timetable.
C	Leave of absence for exceptional circumstances.
Absent - other authorised reasons	
T	Parent travelling for occupational purposes (mobile pupils only with no fixed abode)
R	Religious observance.
I	Illness (not medical or dental appointment).
E	Suspended or permanently excluded and no alternative provision made.
Absent - unable to attend school because of unavoidable cause	
Q	Unable to attend the school because of a lack of access arrangements.
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to widespread disruption to travel.
Y3	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend due to the whole school site being unexpectedly closed.
Y5	Unable to attend as pupil is in criminal justice detention.
Y6	Unable to attend in accordance with public health guidance or law.
Y7	Unable to attend because of any other unavoidable cause*

Unauthorised Absence from School: *Unauthorised absence is where the school is not satisfied with the reasons given for the absence.*

Absent - unauthorised absence

G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Administrative codes

Z	Prospective pupil not on admission register
#	Planned whole school closure

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