ATTENDANCE AND REGISTRATION POLICY AND PROCEDURES	
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This policy will be made available to parents via the school's website and will be sent to all parents at the start of every school year (or in the case of pupils joining in-year at the point of enrolment).

Contents

INTRODUCTION

Statement of intent

Milton Abbey School believes that in order to facilitate teaching and learning, good attendance is essential, and pupils cannot achieve their full potential if they do not regularly attend school.

The school understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards; bullying; learning development and SEND support; pastoral, mental health and wellbeing support; and the effective use of resources - can have on improving pupil attendance.

The aim of this policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. The school recognises that children who are persistently absent from education, including persistent or unexplained absences for part of the school day, could be in an indicator of underlying safeguarding risks and early intervention is essential to identify any risk and to help prevent the risks of a child going missing from education.

The school endeavours to work in partnership with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the correct and appropriate support. Such circumstances should be addressed with reference to the school's Safeguarding Policy and Child Protection Procedures and other school policies as appropriate (please refer to the school website).

The law on school attendance and right to a full-time education

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

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Policy aims

Milton Abbey School acknowledges that an effective whole school culture of high attendance is underpinned by clear expectations, procedures and responsibilities. To ensure that all leaders, staff, pupils and parents understand these expectations, this policy and procedure will detail:
- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence.
- The name and contact details of the school's Senior Attendance Champion (SAC).
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis (such as Housemaster/Housemistress, member of house team, attendance officer etc) and for more detailed support on attendance (such as a head of year, pastoral lead or family liaison officer etc).
- The school's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.

- How the school is promoting and incentivising good attendance.
- The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

Milton Abbey School is committed to:
- Promoting and modelling high attendance and its benefits 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, consistent with the needs of the school community.
- Prioritise and, where possible, improve attendance and punctuality across the school through pastoral interventions.
- Ensuring equality and fairness for all whilst always considering the individual needs of pupils and their families who have specific barriers to attendance.
- Intervening early and working with other agencies to ensure the health and safety of our pupils and where necessary make referrals to external agencies.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, being clear where the school's role starts and ends, providing further clarification around medical evidence and providing them with additional support.

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. At Milton Abbey School the Senior Attendance Champion is also the Designated Safeguarding Lead.

Legal framework

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

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 (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'

All schools are legally required to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. The school will keep an attendance register in accordance with

regulation 6 of the Education (Pupil Registration) (England) Regulations 2006 as amended. The Governing body has due regard for statutory guidance Children Missing Education 2016 and Keeping Children Safe in Education (KCSIE) 2024 when making arrangements to safeguard and promote the welfare of children.

The school has a duty to ensure that staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times (DfE National Minimum Standards for Boarding Schools (NMS September 2022) Standard 20).

The school has appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

In addition to the statutory requirements, all pupils are registered in lessons, and at their sporting activities and other activities in a thorough and timely manner. This is not just to ensure good attendance and discipline, but it is also an important safety tool, ensuring that a pupil who is missing has their whereabouts confirmed quickly.

All pupils are expected to attend school every day of the academic year unless there is an exceptional reason for the absence. The attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:
- present;
- absent;
- attending an approved educational activity outside school (approved by the 'proprietor' and supervised by a person approved by the proprietor or head, and including work experience or sporting activity);
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The school will follow up any absences to:
- Ascertain the reason for the absence;
- Identify whether the absence is approved or not;
- Identify the correct code to use before entering it on iSAMS (See appendix A for list of Absence Codes);
- Ensure the proper safeguarding action is taken where appropriate.

This policy should be read in conjunction with the following documents:
- Safeguarding Policy and Child Protection Procedures
- Children Missing Education Policy
- Missing Pupil Procedures
- Pupil Behaviour Policy
- The school's Terms and Conditions

Definitions

The following definitions apply for the purposes of this policy:

- **Attendance** means attending school and includes references to punctuality and to attendance for all or part of the timetabled school day.
- **Absence** means not attending school for any reason and includes arrival at school after the register has closed.
- **Authorised absence** means absence for which authorisation has been granted (in advance where possible) by the school. This includes but is not limited to:
    - An absence for sickness for which the school has granted leave

- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency
- **Unauthorised absence** means any absence which is not authorised by the school. This includes but is not limited to:
  - Parents keeping children off school unnecessarily or without reason
  - Truancy before or during the school day
  - Absences which have never been properly explained
  - Arrival at school after the register has closed
  - Absence due to shopping, looking after other children or birthdays
  - Absence due to day trips and holidays in term-time which have not been agreed
  - Leaving school for no reason during the day
- **Persistent absence** (PA)means failing to attend school regularly or being absent without the school's permission for a continuous period of 10 school days or more.

ADMISSION REGISTER

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school last attended.

The school will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. Names must be added before or at the beginning of the first session on the first day that the pupil attends the school.

If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence. If they are unable to locate the pupil, schools should notify the local authority.

In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the 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 must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6), a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave Milton Abbey School at the end of MVI), unless the local authority has requested such information.

A school cannot retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

Please refer to Appendix C for details on what information should be included in the admission register and what information should be shared with the local authority.

It is vital that the admission register is kept up to date. We encourage parents to 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.

ROLES AND RESPONSIBILITIES

The school acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

The governing body has overall responsibility for:
- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headmaster is responsible for:
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring the school has robust systems in place to maintain the school's admission register.
- Appointing a senior member of the senior leadership team to the Senior Attendance Champion role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Ensuring that where there are challenges to attendance, the school works effectively and respectfully with pupils, their families, and, where appropriate, local authorities to address them.
- Ensuring the school has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent, and to monitor and analyse this data regularly to facilitate early intervention to address issues.

The Senior Attendance Champion is responsible for:
- Championing and improving attendance in school.
- Formulating a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes around attendance.
- Having an oversight of and analysing attendance data.
- Communicating clear messages on the importance of attendance to pupils and parents.
- Ensuring that the school informs the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Staff are responsible for:
- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

- Where designated, having a formal routine for attendance registers being taken accurately each morning and afternoon and make enquiries about unexplained absences.
- Having formal routines for registers being taken at the start of each lesson period throughout school day and deal with lateness to lessons consistently and promptly.
- Considering appropriate sanctions for pupils who arrive late to a lesson in line with the school's Behaviour Policy.
- Making enquiries about unexplained absences, including those within the school day, and follow up to ensure that an explanation has been provided.
- Looking out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns.

Parents are responsible for:
- Ensuring their child attends every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.
- Making any application for authorised absence at the earliest opportunity and wherever possible before the start of the school day.
- Where their child is a day pupil, ensuring that their child arrives at school by 08.15 to be registered at 08:25 for morning callover registration (08:45 on Saturdays) and arrange their collection or travel after the close of the school day.
- Notifying 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.
- Cooperating with the school to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Taking responsibility for the attendance of their children during term-time whether their child is a day pupil or boarder.
- Ensuring that the school has accurate and up-to-date contact details and are responsible for updating the school if these details change. Parents are expected to provide the school with more than one emergency contact number.
- Promoting good attendance with their children.

Pupils are responsible for:
- Attending all their timetabled commitments and attending their lessons and any agreed activities when at school.
- Arriving punctually to all timetabled commitments when at school.
- Not leaving a lesson or the school site without permission.
- If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they should speak to their Tutor, HSM or any member of pastoral staff.

The school will accurately complete the admission and attendance registers and have effective day to day processes in place to follow-up absence.

PUPILS WITH 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 work together to put the right support in place.

The school will make reasonable adjustments where a pupil has a disability that affects their ability to attend school regularly. These may include considering support or reasonable adjustments for transport, routines, access to support in school and lunchtime arrangements, and / or time limited phased returns.

The school will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

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.

Mental or physical ill health

Pupils who have long term physical or mental health conditions can face more complex barriers to attendance and the school will provide addition support to those pupils. This could include:

- Making use of the school's nursing team and counsellors as appropriate
- Considering whether additional support from other external partners (including the local authority, children and young people's mental health services, GPs or other health services) would be appropriate and make referrals.
- Where external support is provided, working together with those services to deliver any subsequent support.

Young carers

The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school. The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

Pupils with Educational Health and Care Plans (EHCP)

EHCPs are reviewed at least annually in line with the school's Special Educational Needs (SEN) Policy and this will include a review of the pupil's attendance. The school will communicate with the local authority where a pupil's attendance falls or we become aware of barriers to attendance that relate to the pupil's needs.

Where necessary, the school will agree adjustments to its policies and practices that are consistent with the special educational provision set out in the education health and care plan in collaboration with parents.

Where needed, the school will work with the local authority to review and amend the education health and care plan to incorporate the additional or different attendance support identified.

Part-time timetables

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible.

A part-time timetable should:
- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a parttime timetable for a prolonged period.

Where the pupil has a social worker, the school is expected to keep them informed and involved in the process.

If the pupil has an education health and care plan, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly (normally using code X or C2).

ATTENDANCE EXPECTATIONS

The school has high expectations for pupils' attendance and punctuality and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:
- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at Morning callover and pupils are expected to be in their houses, ready to begin the school day at this time; therefore, day pupils will be expected to be on the school site by 8:15am.

Registers will be taken as follows throughout the school day:

	Monday to Friday	Saturday	Notes
Morning registration (callover)	08:25	08:45	Pupils will receive a late mark if they are not in their House by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
Morning registration Closes	08:35	08:55	Pupils will receive a mark of absence if they are not registered before this time.
Morning commitments begin	08:35	09:00	
Afternoon registration (callover)	14:20	14:20	Pupils will receive a late mark if they are not in their House by this time.
Afternoon registration closes	14:30	14:30	Pupils will receive a mark of absence if they are not registered before this time.
Afternoon commitments begin	14:30	14:30	
End of the school day	16:30	16:30	Day pupils are permitted to be collected from school or can remain in school for prep/clinics and/or supper and evening activities.

Class teachers will take formal registers at the start of each lesson period to ensure that pupils are attending all timetabled lessons. These registers will be analysed alongside formal registers in line with the section of this policy.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

ABSENCE PROCEDURES

Parents will be required to contact their child's HSM via telephone before 08:15 on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:
- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence and/or refer to the Local Authority where there is genuine and reasonable doubt about the authenticity of the illness, or in cases where absence is prolonged.

Accounting for pupils

The Housemaster/Housemistress (HSM) plus a team consisting of the Assistant Housemaster/ Housemistress (AHM), Resident Tutor (RT), Matron, and Visiting Tutors (VT) assigned to the house, care for all pupils. Together, they will be responsible for pupils during term time. The HSM should always know where a pupil is during term time. All Houses use a signing in/out system to account for the whereabouts of their pupils when they are not in the boarding house. All pupils are expected to use this signing out and signing in system accurately and consistently and pupils are reminded regularly to do this.

Parents or guardians are expected to communicate with the HSM any absences concerning their child(ren). The school expects pupils to be with their parent(s) or guardian(s) when they are away from school overnight, on weekend leave or exeats and during the school holidays. International pupils are able to participate in the 'Ineat' program and remain in school during Exeat weekends. Parents may give written authority to their child's HSM for their child(ren) to stay with another family during breaks.

Accounting for pupils overnight

For reasons of fire and other emergencies, it is important that the HSM and residents are aware of who is in the House at night-time. Access to this information needs to be readily available. Boarders may be away overnight for specific reasons on occasion. Day pupils may spend certain nights of the week, including Saturday and Sunday, in their boarding house subject to agreement between parents and HSMs.

The member of staff on duty in house must take a physical (paper) register at the appropriate bedtimes to ensure that all pupils expected to be in house overnight are accounted for.

Accounting for pupils throughout the day

Pupils are accounted for by a series of callovers as well as face-to-face check by the HSM or a member of the house team throughout the day and evenings. If a pupil has not been accounted for at any of these times, the member of staff on duty will follow up in accordance with the Missing Pupil Procedure.

Additional information for day pupils

The timetable for day pupils runs from 08:25 until 16:30 Monday to Friday, and from 08:45 to 16:30 on Saturdays. Day pupils are welcome to stay in school for supper and to participate in any evening activities. Day pupils are permitted to stay overnight in their house if there is a school event or function which they are required to attend in communication with their HSM.

If a day pupil is unwell and unable to attend school, the parent or guardian should email or telephone their House before 08:15 on the first day of absence and expected to provide an explanation for the

absence as well as an estimation of how long the absence will last. The HSM will be responsible for making the necessary entry on iSAMS using Out of School Manager. If nothing is heard from a parent or guardian by 09:00, Administrative staff will telephone as soon as is practicable on the morning of the first day of an unexplained absence to ascertain the reason for the absence and communicate this with the HSM.

If a day pupil misses Morning callover and arrives late, they must sign in at Reception. Where permission has been given, and a day pupil needs to leave school before the end of the school day, they must sign out in house.

Sharing information and working collaboratively with local authorities and other partners when absence is at risk of becoming persistent or severe

The school will work jointly with the local authority and other local partners sharing data on individual cases where it is of benefit to the pupil. To facilitate timely collaborative working across partners, the school will share the following information from our registers with the local authority:

- **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). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.
- **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 education for children with health needs who cannot attend school.

Pupils with a social worker

To facilitate effective working across the local authority area, the school will inform a pupil's social worker if there are unexplained absences from school.

Additional information for pupils on Child Student Visas

To comply with UKVI regulations, the school must keep a record of sponsored visa pupils' attendance and has a duty to report issues of consistent non- attendance to UKVI (i.e. any pupil missing 10 consecutive expected contact points*). Pupils must ensure their attendance levels are satisfactory or risk their Child Student Visa being withdrawn.

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.

*The school defines an 'expected contact point' as one AM or PM callover registration session.

CALLOVER REGISTRATION PROCEDURES

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 should also be registered at all other callovers, including Sundays, as standard practice.

Failure to register

Boarding Pupils- Missed callovers

If a boarder is unexpectedly absent for any callover, house staff must make every effort to establish the whereabouts of the pupil and update the registration mark within 30 minutes of the callover. If the whereabouts of a pupil cannot be established within 30 minutes staff should follow the Missing Pupil Procedure.

Day Pupils – Missed morning registration

If a day pupil is absent for Morning callover, and where the house team are not aware of the reason for this absence, an 'N' (no reason for absence) mark should be registered on iSAMS. If it is practically possible, the member of staff should make an immediate attempt to contact the pupil's parent/guardian to ascertain the reason for the absence and update the register mark as appropriate. If contact cannot be made and the 'N' mark is still on the pupil's record by 09:00, Reception will make contact with the parent/guardian or emergency contact(s) on the pupil record.

Once contact is made, if the parents confirm that the pupil will be absent from school, Reception staff should amend the registration using Out of School Manager with the correct absence code. If a parent has indicated that the pupil will be late for reasons other than one that would be considered an authorised absence, the code 'O' (unauthorised absence) should be marked on the Out of School register for the period of absence. In all cases, Reception should provide an update to the relevant house team by email.

Where a day pupil arrives after morning registers close (08:35) they must report directly to Reception on arrival. If the pupil arrives after morning registers have closed but before the afternoon registers have opened, Reception staff will amend the AM registration code to 'U' (missed callover). A 'U' will signify that the pupil is in school but will count as an absence on the pupil's attendance record. Where a pupil does not arrive during the morning session the relevant absence code will be applied to their record. The same policy applies to PM registration.

Day pupils are expected to attend all other callovers while they remain in school and the same process for day pupils as for boarders will apply if a callover is missed.

If Reception are unable to establish contact with the parent/guardian or the emergency contact of the pupil by 09:15, they must inform the HSM and Senior Deputy Head who will initiate the Missing Pupil Procedure.

REQUESTS FOR ABSENCE

As a full boarding school, we offer a full evening and weekend activity program. Requests for any leave of absence from school, including any requests to leave early or return late at Exeats or end of term due to international travel arrangements, must be approved by the Headmaster. This responsibility may be delegated to member of the Senior Leadership Team where appropriate.

Please refer to the Authorising Parental Absence Requests section of this policy for further details on requesting leave of absence from school.

Where a parent has contacted the school and a pupil has been given permission to be absent for any period of time, the Out of School option on iSAMS should be used to mark the pupil as absent.

If a boarder is taken ill during a weekend leave or exeat and will not be returning on time, the parent or guardian should contact the House to inform them of the reason why the pupil will not be returning on time. The House will telephone the parent or guardian if a pupil is more than an hour late when returning from an exeat.

Authorised Absences

Only exceptional circumstances warrant an authorised leave of absence and HSMs must ensure they have satisfactory evidence from parents before using an Authorised Absence mark. An absence from school will be marked as authorised only when the school has accepted the explanation offered as satisfactory justification for the absence (see list of authorised absence codes in Appendix A) or where the Headmaster or Senior Deputy Head has given approval in advance for any absence.

The following are examples of an authorised absence from school:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency.

Unauthorised Absences

If no explanation is received the absence cannot be authorised and will be marked as Unauthorised. The school can, if needed, amend an Unauthorised Absence mark to a relevant Authorised Absence mark if satisfactory evidence is received to support this.

Where the HSM has not received a reason for the absence and/or the absence is not approved, an unauthorised absence mark should be recorded:

- Where the pupil is not in school, a mark of 'N' (no reason for absence) should be used until a reason for the absence can be ascertained.
- Where a pupil is in school but not present at callover a mark of 'U' (Missed Callover) should be recorded unless there is an authorised reason for the absence.
- Repeated lateness and/or missed callovers is in breach of the school's behaviour expectations and may result in sanctions in line with the Pupil Behaviour Policy.

HSMs will follow up on any unauthorised absences from school. Where this is problematic or where there is a concern, the HSM will alert the Designated Safeguarding Lead immediately and seek advice.

A note or explanation from a pupil's parent or guardian does not mean that the absence becomes authorised and this decision will always remain with the school. Where appropriate reasons cannot be established they will refer to the Senior Deputy Head or DSL who will monitor the length of time absent from school before deferring to the Children Missing Education Policy. In the case where a pupil has been absent without authorisation from school for more than 10 school days the Children Missing Education Policy will apply unless there are medical grounds for the absence in which case the school will ask the parents to provide a medical certificate to cover the period of absence.

PERSISTENT ABSENCE (PA)

Where absence escalates and pupils miss 10% or more of school the school will work with the local authority to put additional targeted support in place to remove any barriers to attendance and re-engage those pupils. The school will sensitively consider some of the reasons for absence and understands the importance of school as a place of safety and support for children who might be facing difficulties rather than reaching immediately for punitive approaches.

Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school) as these pupils may find it more difficult to be in school or face bigger barriers to their regular attendance. As such, these pupils are likely to need more intensive support across a range of partners which may include specific support with attendance or a whole family plan, but may also include consideration for an EHCP or alternative form of educational provision where necessary to overcome barriers to being in school.

All staff understand that children being absent from education for prolonged periods and/or on repeat occasions, or where the absence is unexplained, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation (particularly county lines). It is important that the school's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing from education in the future.

The DSL will use the Children Missing Education procedures of the relevant local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more and is of compulsory school age. Initial enquiries would begin after 3 days' absence. A safeguarding referral would be made in these circumstances for pupils above compulsory school age.

It is the role of the DSL (which can be delegated to a Deputy) to monitor prolonged absences with the support of the House Staff. Where a pupil's level of absence is being investigated, this will be recorded as a safeguarding concern and the school will seek to establish the grounds for the absence. This is likely to involve a meeting with the parents and pupil to establish the reasons for absence and to formulate a return to school plan.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:
- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding Policy.

Where engagement in support is proving challenging, the school will hold more formal conversations with parents and pupils. This is likely to be led by the school's SAC and the pupil's HSM and may also include the school's point of contact in the local authority School Attendance Support Team. Meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need

for formal intervention in future but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

For further information on how the school responds to persistent absences, please refer to the Children Missing Education Policy.

ATTENDANCE MONITORING

The SAC has overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. The SAC's vision for improving and maintaining good attendance and establishing and maintaining effective systems for tackling absence is detailed in this policy.

All staff are expected to follow the procedures set out in this policy. House teams have additional responsibilities in supporting, promoting and improving attendance.

HSMs should regularly review their pupils' attendance at Morning and Afternoon callovers and monitor absences. HSMs should alert the DSL and the Senior Deputy Head where a pupil has prolonged or regular periods of absence from school and in these circumstances the Children Missing Education Policy will apply.

The 'N' (no reason for absence) code must not remain on the AM or PM register indefinitely; the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. If a reason for absence cannot be established after 5 working days the code should be replaced with code 'O' (unauthorised absence). It is the responsibility of the HSM to review their AM/PM registration marks to ensure that their registers are accurate and complete.

The school will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to school leaders.

Promoting attendance and following up on poor attendance

HSMs engage in weekly pastoral meetings with a senior member of the safeguarding team during which time any concerns over attendance is discussed.

It is the duty of all staff to monitor the welfare of all pupils, whether that be in a pastoral or academic role, and to pass on any concerns to the HSM in the first instance.

Repeated lateness to lessons and absence from lessons is monitored by pupils' Tutors and HSMs and will be followed up in line with our Pupil Behaviour Policy.

The SAC will work in conjunction with pupils and house teams to promote and encourage good attendance and punctuality during school periods.

ATTENDANCE INTERVENTION

In order to ensure the school has effective procedures for managing absence, the SAC, supported by the SLT, will:

• Establish a range of specific, evidence-based interventions to address barriers to attendance.
• Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
• Attend or lead attendance reviews in line with escalation procedures.
• Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Communicating with parents.
    - Having a weekly HSM review.
    - Engaging with LA attendance teams.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headmaster in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the SAC will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the SAC will work with the headmaster and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the SAC will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Monitoring and analysing absence

The SAC will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:
- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. overseas pupils, pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The SAC will conduct thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:
- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The SAC will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The SAC will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the senior leadership team in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

OTHER REGISTERS

Lesson Registration

All pupils are expected to attend timetabled lessons and registers must be taken. Teachers (including cover teachers) should ensure that registration takes place as close to the start of each lesson as possible and is entered on iSAMS at that time. Teachers are given the following options when registering:
- Present
- Absent
- Late to lesson

In the event of a pupil being away from school, the pupil will have been marked absent at morning callover using the Out of School option on iSAMS and they will automatically appear on the register as an absent. In the case of music lessons or other commitments which take place during lessons, the relevant department will alert the teacher of the commitment in advance.

If a pupil has not arrived for a lesson **within 10 minutes** of the lesson start, the teacher should use the Register Alert option in iSAMS. This will send a notification to the pupil's HSM, Assistant HSM (AHM), House Matron and Tutor and members of the Safeguarding Team alerting them of the absence. If the pupil subsequently arrives in class, the class teacher should email the house team to advise this. If a pupil's location cannot be established **within 10 minutes of the alert**, the Missing Pupil Procedure will apply.

Repeated lateness to lessons is in breach of the school's behaviour expectations and may result in sanctions in line with the Behaviour Policy.

Sport and Weekday Activity Registration

All pupils are expected to attend timetabled activities and sports and registers will be taken. If coaches and activity leaders are not able to register their pupils straightaway on iSAMS due to connectivity issues around the site a paper register will be taken. Coaches and activity leaders should then update the register on iSAMS as soon as possible after the session.

In addition to completing the relevant register on iSAMS coaches and activity leaders should also alert house staff via email of any absences so that these can be followed up.

Registration must also be completed and absences followed up for the 'Off Games' session. Those pupils who should be present are listed on the 'Off Games' list in iSAMS. This list is maintained by the Health Centre and in accordance with the current status of pupils.

This is important for safety but it is also vital in ensuring the integrity of sport and activity attendance as the HSM will be able to follow up on any absence that evening and apply sanctions if necessary.

Taking pupils off-site during the school day

The following process will be followed by staff staff take pupils off site for activties, sports or trips:

At the point of departure, the lead staff member must inform Reception and all House staff the full names of pupils leaving site, where they are going and when they are expected to return. If there are any pupils that were expected on the trip/visit who have not arrived this must be flagged with House staff.

During Reception hours, Reception staff will mark pupils Out of School on iSAMS with the reason and expected return time and amend the fire registers accordingly (including staff registers). Outside of Reception hours, the HSMs (or staff they delegate) are responsible for marking pupils out of school on iSAMS.

On return, the lead staff member must inform Reception and House staff that the pupils (and staff) are back on site. If the return time is not as expected, iSAMS should be updated to reflect this.

AUTHORISING PARENTAL ABSENCE REQUESTS

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. The school restricts leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 which are as follows:

Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).

Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.

Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.

A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

Exceptional circumstances: The school can grant a leave of absence for other exceptional circumstances at the Headmaster's discretion. Each application will be considered 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 Headmaster to determine the length of the time the pupil can be away from school.

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headmaster who can delegate this responsibility to the Senior Deputy Head – the decision to grant or refuse the request will be at the sole discretion of the Headmaster, taking the best interests of the pupil and the impact on the pupil's education into account. The Headmaster's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Pupils who are absent from school but receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headmaster in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headmaster will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence

to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

• For not less than six hours a week; and
• During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
• On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
• For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Attending an interview for employment or for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent with whom the pupil normally lives and the leave is to enable the pupil to attend an interview for employment or admission to another education institution (e.g. university or college).

Study leave for a public examination

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent with whom the pupil normally lives.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define

this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Parent travelling for occupational purposes

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to and be dual registered at that school.

Weekend leave and Floating exeats (boarding pupils)

Milton Abbey is a unique and profoundly pastoral environment, brought about by the small size of our School and complemented by our beautiful setting and surroundings. Our full boarding offer is one of the primary reasons that parents choose Milton Abbey. We are very proud of our full-boarding status and of the comprehensive academic and extra-curricular provision, including a full weekend programme. We run a wide-ranging programme of engaging and rewarding extra-curricular activities which enhance pupils' experiences of living and learning at Milton Abbey.

As part of the full-boarding experience, Milton Abbey pupils are kept busy throughout the weekend as well as during the working week. As such, we are keen to ensure that with the exception of calendared exeats and half term holidays, Middle Sixth Form floating exeats or occasional special requests by Lower Sixth and Lower School pupils, all boarding pupils remain in school at weekends. Family emergencies and bereavements do not of course come under this policy.

Middle Sixth Formers can, should they wish, request to take one additional weekend at home per term which is called a 'floating exeat'. If a Middle Sixth Former has a special occasion which they wish to attend during the term they must use their floating exeat for this purpose; additional weekend absences will not be granted. If a Middle Sixth Former does not have a special reason for taking leave they may still request to take their floating exeat as it is their privilege to do so. Floating exeats cannot be carried forward.

Requests to be absent for a weekend for a pupil in the Lower Sixth or Lower School must be made by parents to the HSM who will obtain permission from the Headmaster's Office.

Any request for weekend leave or floating exeat should be made in writing well in advance but at the very latest should be received by noon on the Wednesday prior to the weekend requested. Pupils will only be permitted to leave once they have fulfilled their commitments on Saturdays (including attendance at sport lessons/fixtures) and must return by 21:30 on Sunday evening.

SEND and Health-Related Absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEN Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Mental Health Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:
- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

Absence in Exceptional Circumstances
Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport provided by the school, LA or parent is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- Part of the school premises is closed and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- The pupil is in criminal justice detention.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- Any other avoidable cause makes attendance impossible.

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there are a lack of access arrangements.

Truancy
Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

Any pupil with permission to leave the school during the day must sign out at Reception and sign back in again on their return. Outside of Reception opening hours, pupils are required to sign in and out in house.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headmaster is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

Truancy will be dealt with in line with the Pupil Behaviour Policy.

STAFF TRAINING

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Training will cover at least the following:
- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The school will provide dedicated and enhanced attendance training to the SAC and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

MONITORING AND REVIEW

Attendance and punctuality will be monitored throughout the year by the SAC. The SAC will ensure that this policy remains up to date and compliant with the law and will monitor the implementation of the policy considering any improvements to the school's processes.

This policy will be formally reviewed by the Headmaster on an annual basis. The next scheduled review date for this policy is September 2025. Any changes made to this policy will be communicated to all relevant stakeholders.

APPENDIX A: ATTENDANCE AND ABSENCE CODES

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil whose name is listed in the admission register at the time. The school uses iSAMS as it's management information system to keep attendance registers.

Designated members of staff will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupils are:
· Present.
· Absent.
· Attending an approved educational activity.
· Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

Attending school
The following codes will be used to denote a pupil is attending school:
/ = Present in the morning
\ = Present in the afternoon
L = Late arrival before the register has closed
V = Educational visit or trip

P = Participating in a supervised sporting activity
W = Work experience
B = Attending any other approved educational activity (including attending taster days at other schools, courses at college, attending unregistered alternative provision arranged by the school)

The law allows a pupil to be registered at more than one school. To indicate that the pupil is absent with leave to attend the other school which they are registered, code D (Dual registered at another educational establishment) should be used.

Absent from school
The following codes will be used to denote a pupil is not attending school:

Absent: leave of absence from school
C1 = Leave of absence granted by the school for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M = Medical or dental appointments
J1 = At an interview with prospective employers, or admission to another educational establishment
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 a compulsory school age pupil subject to a part-time timetable
C = Leave of absence granted by the school for exceptional circumstance

Absent: other authorised reasons
T = Parent travelling for occupational purposes
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

Absent: unauthorised absence
G = Holiday not granted by the school
N = Reason not yet provided or established (will be amended to O if no reason established within 5 school days)
O = Absent in other or unknown circumstances
U = Arrived after registration closed but before the end of the relevant session.

Administrative codes
Z = Prospective pupil not on admission register
# = Planned whole or partial school closure. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years (e.g. induction days).

Internal administrative codes (lesson registers only)
A = Pupil is sitting an assessment or examination and not attending a timetabled lesson. (Note that this code is NOT to be used for AM or PM registration).

% = A timetabled lesson is not taking place. This code is normally reserved for sixth form lessons where pupils are set independent work to complete in house or in the sixth form centre. (Note that this code is NOT to be used for AM or PM registration).

Record keeping

All amendments made to the attendance register will include the original entry, the amended entry and the date of amendment.

Every entry received into the attendance register will be preserved for six years.

APPENDIX B: ATTENDANCE MONITORING AND INTERVENTION PROCEDURES

As poor attendance is habitual, prevention and early intervention is crucial. The key to this is regular data analysis to both identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. To achieve this, the schools will monitor attendance as follows:

1. A red, amber, green (RAG) rated spreadsheet will be maintained by the SAC (or their delegate) detailing weekly and annual attendance to date.
2. Attendance will be discussed with HSMs at their weekly pastoral meeting with a member of the safeguarding team. Any attendance/punctuality trends noticed by the HSM should be passed immediately to the SAC.
3. Contact will be made with parents on the first day of absence for any pupil absence not reported. The HSM should contact home by telephone. Any N codes not established after 5 days will be recorded as unauthorised absence.
4. When pupil attendance drops below 90 percent – HSM will speak to pupils to discuss any issues or problems to ascertain how the school can help to improve their attendance and will make a phone call home, if applicable.
5. Pupil attendance drops below 80 percent – a letter will be sent home raising concerns that attendance has fallen below the school target. Pupils may be placed on a Behaviour Support Card to help improve attendance.
6. Pupil attendance drops below 75 percent (or in line with EHCP expectations)– a letter will be sent home explaining that a pupil's absence is now being monitored. Pupils will be placed on a Behaviour Support Card. DSL will contact parents. Attendance monitored for two weeks. If attendance has not improved, then parents will be required to attend a meeting in school with their child's HSM. If parents are unwilling to co-operate, or genuinely unable to attend, a referral may be required to the local authority (LA).
7. If attendance has not improved within the two-week monitoring, or if attendance has fallen rapidly, parents will be invited to either: a school attendance meeting with HSM, DSL and LA if appropriate, or a medical action planning meeting with the school nurse, HSM, DSL and SENDCO. Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two-week period.
8. After the two-week monitoring period, if targets are met, a letter will be sent home from the leadership team to congratulate the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises – if targets are not met, the DSL will make a referral to the LA.

APPENDIX C: CONTENTS OF ADMISSION REGISTERS

Pupil information

Schools must record personal details of every pupil at the school in the admission register. The register must include the following information for every pupil:

- full name;
- name the pupil uses at school;
- sex;
- address;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. The DfE advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of the pupil's starting day at the school;
- name and address of the last school the pupil attended, if any.
- whether each pupil is a boarder or a day pupil

Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school must ensure that the admission register contains:

- the address;
- the full name of each parent the pupil will normally live with;
- the date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school must ensure that the admission register contains:

- the name of the other school;
- the date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

Deletion of names from admission register

Where a school notifies the local authority that a pupil's name is deleted from the admission register, as set out in regulation 13(4), the school must provide the local authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, 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 will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.