

# THORPE HALL SCHOOL

## Attendance Policy

### Key School Contacts

|   |   |
|---|---|
| <b>Senior School</b><br><b>Attendance Champion / DSL</b>                          | Email: RSheern@thorpehallschool.co.uk<br>Telephone number: 01702 582340   |
| <b>Prep School</b><br><b>Attendance Champion / DSL (including EYFS provision)</b> | Email: JPeterson@thorpehallschool.co.uk<br>Telephone number: 01702 582340 |
| <b>Attendance Officer</b>   | Email: HWhite@thorpehallschool.co.uk<br>Telephone: 01702 842203           |

### Aims

This is the attendance policy of Thorpe Hall School (the **School**).

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

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, so far as possible, that every student in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve 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 linkages between attendance/absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help promote a whole school culture of safety, equality and protection.

### Scope and application

This policy applies to the whole School including the Early Years Foundation Stage, excluding the Nursery **EYFS**.

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

## Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.
- references to a **Parent** means: all natural parents, whether they are married or not; any person who has parental responsibility for a student; and any person who has day to day responsibility for a student (i.e. lives with and looks after a student).
- References to a **student** includes anyone who is receiving a full time education at the school.
- **SAO** means the School's Attendance Officer.

## Responsibility statement and allocation of tasks

The Governing Board has overall responsibility for all matters which are the subject of this policy.

The Governing Board recognises that improving attendance is a school leadership issue and has appointed a designated SAO to champion and improve attendance in School, The SAO is guided and supported fully by the Headteacher and Leadership Team, particularly those referenced on the first page of this policy.

To ensure the efficient discharge of its responsibilities under this policy, the Trust has allocated the following tasks:

| Task  | Allocated to   | When/frequency of review           |
|---|--|------------------------------------|
| Keeping the policy up to date and compliant with the law and best practice  | Attendance Champion/DSL<br>Prep/Senior<br>Supported by SAO   | As required, and at least termly   |
| Monitoring the implementation of the policy   | Attendance Champion / DSL<br>Prep/Senior<br>Supported by SAO | As required, and at least termly   |
| Seeking input from interested groups (such as students, staff, parents) to consider improvements to the School's processes under the policy | Attendance Champion / DSL<br>Prep/Senior<br>Supported by SAO | As required, and at least annually |
| Formal annual review  | Governing Board  | Annually                           |

## **The importance of good attendance**

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions and/or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;
- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

## **School responsibilities**

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

The School will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and parents.

Where there are challenges to attendance, the School will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have 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 students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

## **Staff responsibilities**

### **Staff with specific responsibilities for attendance:**

The Lead DSLs for Prep and Senior responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

- to regularly monitor and evaluate progress, including the efficacy of the School's strategies and processes;
- to have oversight of and analyse attendance data;
- to communicate clear messages on the importance of attendance to students and parents.
- look out for trends or patterns in a student's attendance and inform the SAO of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for students who arrive late to a lesson in line with the School's Behaviour and Discipline policy; and

The School Attendance Officer's responsibilities are:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences if required from students on their return to school;
- make enquiries about unexplained absences, including those within the school day, and follow up with the parent to ensure that an explanation has been formally given to the School;
- discuss non-attendance and/or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance and offer support via a school attendance meeting.

### **All staff**

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

All teaching staff are made aware of the importance of the accurate recording of registers for both the morning and afternoon registration periods. Staff will ensure all pupils have a code stating whether or not a student is present (/) or absent (N). Appendix 1 shows all of the legal codes used by the School which are used by the SAO to update and monitor the attendance records.

### **School arrangements**

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 2-3.

## **Monitoring attendance**

The School will undertake regular data analysis to identify and provide additional support to students or student 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 students and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students 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 the Governing Board to support its work.

## **Student responsibilities**

School attendance is important to student attainment, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Students should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School expectations;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;

Persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;

- reporting to other agencies such as children's social care; and
- consequences for persistent punctuality issues being administered.

If students are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff. Students are entitled to expect this information to be managed sensitively.

### **Additional needs**

The School recognises some students may find it harder than others to attend School, and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. This may involve the School SENCO and/or external professionals when appropriate.

The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed.

Suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a 'sickness return' to the local authority if a student is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the student will have to miss 15 consecutive school days or more for illness or the student's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

### **Parent responsibilities**

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.

This means students 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.

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

Expectations the School places on parents can be found in Appendix 2 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

## **Training**

**Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and Senior Leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to students who need it;
- the necessary skills to interpret and analyse attendance data;
- additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

## **Information sharing**

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

Where appropriate the School will attend regular support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New student and deletion returns;
- Attendance returns;
- Sickness returns.

The law allows Local Authority Officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

Where appropriate, the School is expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences.

### **Record keeping and confidentiality**

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

### **Regulatory framework**

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- EYFS (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- UN Convention on the Rights of the Child

This policy has regard to the following guidance and advice:

[Working together to improve school attendance](#) (DfE, applies from 19 August 2024);

[Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);

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

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

['Is my child too ill for school?' guidance](#) (NHS, April 2024);

[Keeping children safe in education](#) (DfE, September 2024);

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

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

[Supporting pupils with medical conditions at school](#) (DfE, August 2017);

[Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);



[Mental health and behaviour in schools](#) (DfE, November 2018);

[Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);

[Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);

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

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

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding and Child Protection Policy;
- EYFS Missing Child Policy;
- Special Educational Needs and Disability Policy;
- Behaviour and Discipline Policy;
- Parent Contract; and

#### **Publication and availability**

This policy is published on the School website.

This policy is available in hard copy on request.

This policy can be made available in large print or other accessible format if required.

|                  |               |
|------------------|---------------|
| Policy reviewed: | January 2026  |
| Policy approved: | February 2026 |
| Next review:     | February 2027 |

## Appendix 1

### ATTENDANCE CODES

| <b>Codes</b> | <b>Description</b>                             | <b>Meaning</b>              | <b>Physical Meaning</b> |
|--------------|--|-----------------------------|-------------------------|
| /            | Present (AM)                                   | Present                     | In for whole session    |
| \            | Present (PM)                                   | Present                     | In for whole session    |
| B            | Education off site (no Dual reg)               | Approval Education Activity | Out for whole session   |
| C            | Other authorised circumstances                 | Authorised Absence          | Out for whole session   |
| D            | Dual registration                              | Approved Education Activity | Out for whole session   |
| E            | Excluded                                       | Authorised Absence          | Out for whole session   |
| G            | Family holiday (from Rec class)                | Unauthorised Absence        | Out for whole session   |
| H            | Family holiday (Nursery age)                   | Authorised Absence          | Out for whole session   |
| I            | Illness  | Authorised Absence          | Out for whole session   |
| J            | Interview                                      | Approved Education Activity | Out for whole session   |
| K            | Alternative education provision arranged by LA | Authorised                  | Out for whole session   |
| L            | Late (before registers closed)                 | Present                     | Late for session        |
| M            | Medical/Dental appointments                    | Authorised Absence          | Out for whole session   |
| N            | No reason yet provided for absence             | Unauthorised Absence        | Out for whole session   |
| O            | Unauthorised Absence                           | Unauthorised Absence        | Out for whole session   |
| P            | Approved sporting activity                     | Approved Education Activity | In for whole session    |
| R            | Religious observance                           | Authorised Absence          | Out for whole session   |
| S            | Study leave                                    | Authorised Absence          | Out for whole session   |
| T            | Traveller absence                              | Authorised Absence          | Out for whole session   |
| U            | Late (after registers closed)                  | Unauthorised Absence        | Out for whole session   |

| <b>Codes</b> | <b>Description</b>                 | <b>Meaning</b>              | <b>Physical Meaning</b> |
|--------------|------------------------------------|-----------------------------|-------------------------|
| V            | Educational visit or trip          | Approved Education Activity | Out for whole session   |
| W            | Work experience                    | Approved Education Activity | Out for whole session   |
| #            | School closed to pupils            | Attendance not required     | Out for whole session   |
| Y            | Enforced non-attendance            | Attendance not required     | Out for whole session   |
| X            | Non-compulsory school age absence  | Attendance not required     | Out for whole session   |
| Z            | Pupil not on roll                  | Attendance not required     | Out for whole session   |
| –            | All should attend/No mark recorded | No mark                     | Out for whole session   |

## **Appendix 2 School arrangements**

### **Managing attendance – School Day Timings**

The School monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes admission and attendance registers as required by law. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School gate opens at 7.30am for Senior School students, Wraparound Care and clubs. Unless attending a club or booked in Wraparound Care, all Prep School children must not arrive before 8.20am as they will not be supervised before this time and should only be escorted to the School gate. The School doors are open to all students at 8.40am which is sufficient time to get to the classroom for the first lesson to start at 8.45am. Any student arriving after 8.45am should enter the School via the Office Reception doors and sign in using the InVentry Console.

The School expects all students to be present at school for the whole of the School day, usually (on a Monday to Thursday) from Period 1 at 8.45am to close at 3.20pm for Reception Class to Year 2, 3.30pm for Years 3 and 4, 3.35 pm for Years 5 and 6 and 3.50 pm for the Senior School and (on a Friday from Period 1 at 8.45am to close at 2.30pm for Reception Class to Year 6 and 2.45pm for the Senior School, but these periods may be extended, for example for out of school clubs, sports fixtures or school trips.

### **The role of parents**

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this;
- co-operate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue;
- provide, when required, medical evidence to support their child's absence.

Parents of students should ensure their child attends School by 8.35am (just before the green gate closes) for the start of first period at 8:45 am.

### **Registration and attendance checks**

Morning registration is taken during Period 1 by 9.00am.

Afternoon registration is taken by 1:00pm (Prep School) and by 1.50pm during Period 4 (Senior School).

Senior School registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

The School uses SIMs software.

## **Reporting absence**

If a student is to be absent from school due to illness or a medical appointment, the parent should contact the Attendance Officer by completing either the "Reporting Absence" form or "Notify School of Medical Appointment" form on My School Portal before 8.45am on each morning of absence.

The School should be notified daily of any absence together with the nature of the illness for safeguarding and legal reasons.

## **Arrangements for reporting subsequent absence**

Until the student returns to school, absence will be recorded on the Attendance Register.

## **Managing absence**

The Attendance Officer is required to report all students whose attendance is less than 90% to the Local Authority at regular meetings throughout the academic year.

The School's Attendance Officer reviews the attendance figures at the beginning of each half term throughout the academic year to manage poor attendance. This is managed in 3 Stages.

Stage 1. Parents of any student from Year 3 upwards who falls below the School's expected minimum level of 95% will receive a letter from the School's Attendance Officer to make them aware and in turn, the Class Teacher (Prep School)/Form Tutor (Senior School) will arrange an informal review meeting with the student to offer support and address any barriers.

Stage 2. Should the student's attendance continue to drop below 90%, the Class Teacher (Prep School)/Head of Year (Senior School) will meet with the student to offer additional support and to address any concerns or barriers. The Parents will receive a follow-up letter requesting them to attend a School Attendance Meeting with the Class Teacher (Prep School)/Head of Year (Senior School) and Attendance Officer.

Stage 3. Persistent Absentees who drop below 85% will be reported to the Senior Leadership Team (DSLs) who will inform the Headteacher and the School's SENCO. This could instigate further meetings and actions by the Headteacher or Local Authority.

The Senior DSL meets weekly with the Senior School Heads of Years to discuss attendance and trends. In Prep School, the Attendance Officer and DSL will discuss attendance concerns as they arise and will disseminate information to Class Teacher in a timely manner.

Consequences are used in certain situations under the Behaviour and Discipline Policy.

A punctuality report card will be used in certain situations for persistent lateness.

Rewards for improved attendance or punctuality are received at the end of each term.

## **Permission for absences**

The School acknowledges absences, but any requests submitted during our published school term time will be recorded as an **unauthorised absence**. As this is unauthorised our staff will not be required to provide learning sessions and support during this time.

## **Applications for an authorised leave of absence**

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if an Advance Absence Request form has been

completed and submitted on the My School Portal. In most cases, leave of absence is acknowledged but not authorised.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

Apart from illness, no student should be away from School without prior permission from the Headteacher.

Dental or medical appointments should be made during School holidays except in cases of emergency when the Attendance Officer should be informed by completing the "Notify School of Medical Appointment" form on My School Portal.

Generally holiday requests are acknowledged but not authorised, however, if the circumstances dictate it is appropriate to do so, it will be recorded as authorised absence. See section 3 of Appendix 3 for more details.

A leave of absence will be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and students belong. Parents are expected to make a request for this type of leave of absence in advance.

### **Reporting duties**

If a student fails to regularly attend school, the School has statutory reporting obligations to fulfil. The School must report unauthorised absences for a continuous period of 10 days or more to the Local Authority.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

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

## **Appendix 3 Attendance register**

### **Attendance register**

The School records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

Every entry in the attendance register is kept for six years electronically and a back-up copy of the register is made at least once a month in the form of an electronic copy.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every student is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a student may be recorded as attending a place, other than the school, can include:

- Attending educational provision arranged by a local authority.
- An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
- Attending a place for an approved educational activity that is a sporting activity.
- Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education.
- Attending a place for any other approved educational activity.

### **Recording absence**

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;

- other authorised reasons;
- unable to attend school because of unavoidable cause; and
- unauthorised absence.

### **Remote education**

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

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

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

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

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

### **Unauthorised absence**

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Headteacher.
- the reason for absence has not been provided.
- a student is absent from school without authorisation.
- a student has arrived in school after registration has closed and without reasonable explanation.



## **Appendix 4 Admission Register - SIMS**

### **Admission register**

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

- maintain an admission register of all students (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 student who is going to be added to or deleted from the School's admission register at non-standard transition points.

Every entry in the admission register is kept for a minimum of six years electronically and a back-up copy of the register is made at least once a month in the form of an electronic copy.

The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A student'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 student's name must be deleted.

Where the School notifies the local authority that the student's name is to be withdrawn from the admission register, the School will provide it with the following information:

- the full name of the student;
- the address of the student if requested;
- the full name and address of any parent the student normally lives with if requested;
- at least one telephone number of any parent with whom the student lives or can be contacted in an emergency if requested;
- the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- name of the student's other or future school and student's start date or expected start date there, if applicable; and
- the grounds (prescribed in regulation 9) under which the student's name is to be deleted from the admission register if requested.