

Attendance and Registration Policy & Procedure

Co-educational Independent Boarding and Day School

Wycliffe College

September 2025

Key author	Deputy Head (Academic)(Senior)
Reviewing body	CLT
Approval body	Education Committee
Approval frequency	Annual
Last approved	September 2025
Related Policies	<ul style="list-style-type: none">• Safeguarding Policy and Child Protection Procedures• Missing Pupil Policy and Procedures• Inclusion Policy• Bereavement Guidelines• Supervising Pupils Guidelines and Policy• Behaviour Policy• Staff Handbook

Key School contacts

<p>'Working together to improve school attendance' applies from 19 August 2024 and requires schools to designate a 'Senior Attendance Champion' (SAC) - a senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies. The SAC is expected to sit on the SLT and their name and contact details must be included in the school's attendance policy.</p>	
<p>Senior attendance champion Senior School: Matt Routledge Deputy Head (Academic)</p> <p>Prep School (inc EY): Andrew Stone Deputy Head (Academic)</p>	<p>Senior School Email: senior@wycliffe.co.uk Telephone number: 01453 820411 Mobile number: 07817 456594</p> <p>Prep School Email: prep@wycliffe.co.uk Telephone number: 01453 820470 Mobile number: 07968 423632</p>
<p>Key staff / contacts Senior School: Deputy Head (Academic) School Office Manager</p> <p>Prep School: Senior Deputy Head Prep School Administrator</p>	<p>Senior School Email: senior@wycliffe.co.uk Telephone: 01453 820411</p> <p>Prep School Email: prep@wycliffe.co.uk Telephone number: 01453 820470</p>

1 Aims

- 1.1 This is the attendance policy of Wycliffe College (the **School**).
- 1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 Being a member of the Wycliffe community brings with it an obligation for pupils to arrive at school on time, properly dressed and ready to learn for the day ahead. It requires them to be punctual at all times. This applies equally to boarders as well as day pupils. All pupils are required to remain at school until all their commitments have been satisfactorily met. In the case of day pupils, there must be a clear indication that they have officially left the campus (through a process of signing out) and that there has been parental communication if the normal routine is altered.
- 1.4 Wycliffe aims to ensure that all pupils are properly accounted for and that any absence from school is legitimate. Regulation requires pupils to be registered twice a day and this is achieved through house registration in the morning and afternoon. In addition, there is an evening Registration for boarders in House.
- 1.5 Regular attendance is essential in ensuring that pupils make good progress and enjoy learning.
- 1.6 We consider that pupil attendance to be the joint responsibility of parents/carers and the school. Being at school is a very important part of any young person's life. It enables them to learn, to make friends and to gain the knowledge and skills that will prepare them for a successful adult life. The School and parents/carers are partners in making this happen.
- 1.7 A leaflet setting out the importance of achieving the highest possible attendance pattern will be distributed to parents, pupils and staff. It can be found at Appendix E and its contents form part of this policy.

- 1.8 The aims of this policy are as follows:
 - 1.8.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - 1.8.2 to ensure, in so far as is possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
 - 1.8.3 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;
 - 1.8.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - 1.8.5 to help to promote a whole school culture of safety, equality and protection.
- 2 **Scope and application**
 - 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).
 - 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.
- 3 **Regulatory framework**
 - 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 *National minimum standards for boarding schools* (Department for Education (**DfE**), September 2022);
 - 3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);
 - 3.1.4 Education and Skills Act 2008;
 - 3.1.5 Children Act 1989;
 - 3.1.6 Childcare Act 2006;
 - 3.1.7 Sponsorship Duties (UKVI, July 2023);
 - 3.1.8 The School Attendance (Pupil Registration) (England) Regulations 2024;
 - 3.1.9 Equality Act 2010; and
 - 3.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
 - 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Working together to improve school attendance](#) (DfE, applies from August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, applies from August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
 - 3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner);
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2025);¹
 - 3.2.7 [School behaviour and attendance: parental responsibility measures](#) (DfE, January 2025);
 - 3.2.8 [Children missing education](#) (DfE, September 2025);
 - 3.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.11 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.12 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.13 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.14 [Remote education guidance](#) (DfE, updated August 2024); and
 - 3.2.15 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, September 2024) (the School will have regard to this Code of practice but is not required to comply with it).

4 **Publication and availability**

- 4.1 This policy is available in hard copy on request.
- 4.2 A copy of the policy is available for inspection from the school office during the School day.
- 4.3 This policy can be made available in large print or other accessible format if required.
- 4.4 A copy of the policy is available on the school's website.

5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.
 - 5.1.2 references to the **Proprietor** are references to the Council of Trustees
 - 5.1.3 references to a **Parent** means:
 - (a) all natural parents, whether they are married or not;
 - (b) any person who has parental responsibility for a pupil; and
 - (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
 - 5.1.4 References to a pupil includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.
 - 5.1.5 **SAC** means Senior Attendance Champion.

6 **Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor 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	SAC (Senior School) SAC (Prep School)	As required, and at least annually
Monitoring the implementation of the policy	SAC (Senior School) SAC (Prep School)	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC (Senior School) SAC (Prep School)	As required, and at least annually
Formal annual review	Education Committee	Annually

7 **The importance of good attendance**

- 7.1 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:
 - 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
 - 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 7.1.5 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.

8 **School responsibilities**

- 8.1 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.
- 8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 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.
- 8.5 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 pupils 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.

9 **Staff responsibilities**

The Senior Attendance Champions (SAC)

- 9.1 The Proprietor has appointed the Deputy Head (Academic) – Senior School and Deputy Head (Academic) – Prep School, who are senior members of staff of the School's Leadership Team as SACs to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.
- 9.1.1 The SACs' responsibilities are:
 - (a) to set a clear vision for improving attendance in school;
 - (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
 - (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
 - (d) to have oversight of and analyse attendance data; and
 - (e) to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance:

The staff identified below and in Appendices A, B, C and D of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 seek explanations of absences required from pupils on their return to School;
- 9.2.3 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- 9.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 9.2.5 deal with lateness to lessons consistently and promptly;
- 9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- 9.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

- 9.3.1 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 9.3.2 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 **School arrangements**

- 10.1 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 A-E.
- 10.2 Staff with particular responsibilities include:
 - SACs
 - Senior Deputy Head
 - Housemasters and Housemistresses (HsMs)
 - Heads of Lower School / Sixth Form and Development Year
 - Tutors
 - School Office Manager (Senior School)
 - School Administrator (Prep School)
 - SENCO

11 **Monitoring attendance**

- 11.1 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 will include:
 - 11.1.1 The School Office Manager / School Administrator and SAC monitoring and analysing attendance patterns and trends and provide support in a targeted way to pupils and families;
 - 11.1.2 Using this analysis to provide regular attendance reports to HsMs, HoDs, and Heads of Lower School and Sixth Form (in the Senior School) and Pastoral Leaders (in the Prep School) to facilitate discussions with pupils and to SMT members (including the special educational needs coordinator and designated safeguarding lead);
 - 11.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
 - 11.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
 - 11.1.5 devising specific strategies to address areas of poor attendance identified through data;
 - 11.1.6 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
 - 11.1.7 providing data and reports to the Proprietor to support its work.

12 **Pupil responsibilities**

- 12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to manage poor attendance.
- 12.2 Pupils should be aware that:
 - 12.2.1 they are expected to be present in-person for the duration of each School day;
 - 12.2.2 they are expected to arrive on time and attend all timetabled lessons;
 - 12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
 - 12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
 - 12.2.5 any unexplained absence will be followed up;

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

- (a) offers of support to seek to identify and address any barriers to attendance;
- (b) communication with parents;
- (c) reporting to other agencies such as children's social care; and
- (d) sanctions against them or their parents in line with the School's behaviour policies.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their HsM or Tutor in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 **Additional needs**

- 13.1 The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 13.2 The School will make reasonable adjustments for pupils where a pupil has a disability (within the meaning of the Equality Act 2010) that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- 13.3 The School will also work with parents, and where appropriate the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed. The School has regard to the non-statutory guidance 'Mental health: issues affecting a pupil's attendance: guidance for schools' (February 2023) which states that "in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan".
- 13.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance in accordance with the non-statutory guidance "Mental health: issues affecting a pupil's attendance: guidance for schools" (February 2023). .
- 13.5 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.
- 13.6 In cases of both long term physical or mental ill health, school staff are not expected to diagnose or treat physical or mental health conditions, but they are expected to work together with families and other agencies with the aim of ensuring regular attendance for every pupil. The School will facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- 13.7 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil'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.

14 **Parent/carers responsibilities**

- 14.1 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.
- 14.2 This means pupils 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. Pupils below Year 7 and in Sixth Form are not required to attend on Saturday and separate protocols exist to monitor such pupils who are boarders.
- 14.3 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.

- 14.4 Expectations the School places on parents can be found in Appendix A of this policy.
- 14.5 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.
- 15 **Training**
- 15.1 **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:
 - 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 15.2 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:
 - 15.2.1 the law and requirements of schools including on the keeping of registers;
 - 15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 15.2.3 the necessary skills to interpret and analyse attendance data; and
 - 15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 15.3 The School maintains written records of all staff training.
- 16 **Information sharing**
- 16.1 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.
- 16.2 The School, local authorities and other local partners will work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 16.3 Where appropriate the School will attend regular targeting support meetings with the local authority to discuss and review attendance data, identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. Chapter 4 of the statutory guidance 'Working together to improve school attendance: applies from 19 August 2024' provides further advice.
- 16.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:
 - 16.4.1 New pupil and deletion returns;
 - 16.4.2 Attendance returns;
 - 16.4.3 Sickness returns.
- 16.5 The School is required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U).
- 16.6 Attendance returns are to be provided to the local authority on request and when it supports ongoing concerns pertaining to a pupil's attendance having exhausted all internal options. Further guidance on the sharing of information can be found in the statutory guidance 'Working together to improve school attendance' (February 2024) which applies from 19 August 2024.
- 16.7 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.
- 16.8 The School must provide specific pupil information on request to the Secretary of State using an electronic management information system containing the required information that can be

accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

17 **Record keeping and confidentiality**

- 17.1 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.

- 17.2 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.

18 **Registration footnote**

- 18.1 Although it is not a legal requirement, each boarding house conducts an evening registration commencing at 19:25 Monday through to Sunday. This is to ascertain accurately who is in the house and, in the case of day pupils, who may have gone home.

- 18.2 Collingwood, the day house at the Senior School, does not register at this time but the staff member on duty will review the signing out sheet to see which pupils are still in the house and which have left for home.

- 18.3 In the Prep School there is a morning, supper and bedtime register each day (with an additional lunchtime register on weekends).

School arrangements

1. Managing attendance

- 1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix B and Appendix C respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- 1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.15am to close at 8.45am, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2. The role of parents/carers

- 2.1 The School expects all Parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
 - 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents of day pupils should ensure their child attends School by 8.15am for morning registration;
- 2.3 Parents of boarding pupils should ensure their child returns to their boarding accommodation by 8.00pm on Sunday before the beginning of the school week.

3. Registration and attendance checks

- 3.1 Morning registration is at 8.15am. The registers will remain open for 30 minutes after the start of morning registration.
- 3.2 Afternoon registration will be between 1.15pm and 1.45pm during house meetings at the Senior School. In the Prep School 1.30pm in Tutor Groups.
- 3.3 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.
- 3.4 The School uses iSAMS for registration and attendance recording and monitoring.

4. Reporting absence

- 4.1 If a pupil is to be absent from School for any reason, the parent / carer at the Senior School should contact Housemaster, Housemistress or House Matron by email / telephone by 8.15am on first morning of absence; at the Prep School, the school office and the Tutor.
- 4.2 Where a pupil at the Senior School is ill, the Housemaster, Housemistress or House Matron should be notified of the nature of the illness. At the Prep School parents should contact the school office or Tutor.
- 4.3 If a pupil is absent and the reason is unknown (Code N), then this must be immediately followed up by the House Matron and a new code submitted within 30 minutes to reflect the reason for absence. If the reason for absence cannot be ascertained, then the Missing Pupils Policy should be followed.

5. Arrangements for reporting subsequent absence

- 5.1 Absence will be recorded on the Attendance Register as set out in Appendix C.

6. Managing absence

- 6.1 Attendance is monitored routinely by the SACs, and at House level by Housemasters and Housemistresses. If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and offering support. If attendance dips below the following thresholds the necessary protocols will be followed.

- 6.2 Attendance below 95%: Communication home regarding attendance. This communication may come from the school office, Housemasters and Housemistresses, the tutor or the SAC. Close monitoring of future attendance.
- 6.3 Attendance below 90% (Persistent absence): Depending on the context of the absence, there may be communication home from the tutor, Housemaster/Housemistress, HoY or SAC to offer support, or Parents/carers, and other professionals, will be invited to a meeting with school, to establish support to improve attendance.
- 6.4 Persistent absence or 5 days/10 sessions unauthorised absence: Persistent unauthorised absence will be referred to the local authority (LA) and the School will act in line with their recommendations, as well as continuing to monitor attendance. 5 days/10 sessions absence without permission, (medical letter etc), will be referred to the LA.

A leaflet setting out the importance of achieving the highest possible attendance pattern will be distributed to parents, pupils and staff. It can be found at Appendix E and its contents form part of this policy.

7. **Applications for an authorised leave of absence**

- 7.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.
- 7.2 Applications for authorised leave of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the pupil's Housemistress or Housemaster in the Senior School. In determining whether the absence is authorised or not, the flow chart used in Appendix F is used. In the Prep School requests for absence must be made in writing to the Headteacher.
- 7.3 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 7.4 Apart from illness, no pupil should be away from School without prior permission from the Head.
- 7.5 Dental or medical appointments should be made during School holidays except in cases of emergency when, in the Senior School, House Matron should be informed. In the Prep School the school office should be notified.
- 7.6 If a leave of absence is granted, it is for the Head or SAC to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.
- 7.7 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.
- 7.8 In any situation in which the School is registering a pupil as being absent with leave, and they are attending a place that is somewhere other than the school, the school will ensure that
 - 7.8.1 the activity is of an educational nature;
 - 7.8.2 the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
- 7.9 The final decision on approving the activity, however, rests with the school and they will take the effect on the pupil's general education into account.

- 8. The School has a responsibility to ensure the welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil and that any provider will notify the school of any absence by the pupil. The school will record the pupil's absence from the educational/sporting activity using the relevant absence code.

9. Pupils who are absent from school and receiving remote education will be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor any pupil's engagement with remote education, but this is not formally tracked in the attendance register.
10. The School encourages parents to make medical appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.
11. Pupils must be enrolled before the start of their first day / term of attendance but are recorded as Z until their first day of actual attendance.
12. Before or at the start of term 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. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.
13. If a pupil fails to attend on the agreed starting day, the school will follow this up and try to establish the reason for absence.
14. **Reporting duties**
 - 14.1 The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
 - 14.2 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
 - 14.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.
 - 14.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.
 - 14.5 Action will also be taken in accordance with the Missing Pupil Policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Admission register

1. **Admission register**
 - 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
 - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
 - 1.2 The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
 - 1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
 - 1.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers, details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.
 - 1.5 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. Those reasons are set out in Appendix B2.
 - 1.6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
 - 1.6.1 the full name of the pupil;
 - 1.6.2 the address of the pupil;
 - 1.6.3 the full name and address of any parent the pupil normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - 1.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Regulation 9, School Attendance (Pupil Registration) (England) Regulations 2024

The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when:

- a. the pupil has been registered at another school, unless:
 - i. a school attendance order naming the school is in force in relation to the pupil;
 - ii. the pupil is a mobile child and the school is their main school; or
 - iii. the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;
- b. the pupil was admitted to the school for nursery education and:
 - i. they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but
 - ii. the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
- c. the pupil is also registered as a pupil at one or more other schools and:
 - i. the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
 - ii. the proprietor of each other school where the pupil is registered has consented to the deletion;
 - iii. there is no school attendance order naming the school in force in relation to the pupil; and
 - iv. the pupil is not a mobile child or, if they are, the school is not their main school;
- d. a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;
- e. a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;
- f. a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and:
 - i. that day has passed; and
 - ii. there is no school attendance order naming the school in force in relation to the pupil;
- g. the pupil no longer normally lives a reasonable distance from the school and:
 - i. the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and
 - ii. the pupil is not a boarder;
- h. the pupil has been given leave of absence and:
 - i. the pupil has not attended the school within the ten school days immediately after the end of the period of leave;
 - ii. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
 - iii. the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but:
 - a. they have not succeeded; or

- b. they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
- i. the pupil has been continuously absent from the school for at least twenty school days and:
 - i. none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period;
 - ii. the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and
 - iii. the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—
 - a. they have not succeeded; or
 - b. they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
- j. the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence
- k. the pupil has died;
- l. the pupil will be over compulsory school age by the next time the school meets and:
 - i. the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or
 - ii. the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;
- m. the pupil is a boarder at the school and:
 - i. the school is a school maintained by a local authority or is an Academy;
 - ii. charges for the pupil's board and lodging are payable by a parent of the pupil; and
 - iii. those charges remain unpaid by the parent at the end of the school term to which they relate;
- n. the pupil has ceased to be a pupil at the school and the school is not:
 - i. a school maintained by a local authority; or
 - ii. an Academy; or
- o. the pupil has been permanently excluded from the school

Attendance register**1. Attendance register**

- 1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) including boarders in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.
- 1.2 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 School Attendance (Pupil Registration) (England) Regulations 2024.
- 1.3 The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 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.
- 1.6 On each occasion it will be recorded whether every pupil with the exception of a pupil who is a boarder is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or
 - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the school; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - 1.7.1 Attending educational provision arranged by a local authority;
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;
 - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
 - 1.7.5 There is a temporary, formal part-time timetable agreement in place, approved by the Head.
 - 1.7.6 Attending a place for any other approved educational activity.

2. Recording absence

- 2.1 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:
 - 2.1.1 leaves of absence;
 - 2.1.2 other authorised reasons;
 - 2.1.3 unable to attend school because of unavoidable cause;
 - 2.1.4 unauthorised absence.

3. Remote education

- 3.1 The School is required to record all absence from in-person lessons.
- 3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:
 - 3.3.1 ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil

- has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- 3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
 - 3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- 3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.
- 3.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4. **Unauthorised absence**

- 4.1 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:
- 4.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
 - 4.1.2 the reason for absence has not been provided;
 - 4.1.3 a pupil is absent from school without authorisation;
 - 4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Attendance Codes (abridged)

Full explanation of codes can be found in "Working together to improve school attendance" (DfE, applies from 19 August 2024).

Attending the school

Code / \: Present at the school / = morning session \ = afternoon session

B: Attending any other approved educational activity that is not a sporting activity or work experience that has been arranged by the school rather than the local authority

D: Dual registered at another school

K: attending education provision arranged by the local authority, other than this school

L: Late arrival before the register is closed

N: Late arrival after the register has closed (until more appropriate code identified)

P: Participating in an approved sporting activity

V: Attending an educational visit or trip

W: Attending work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Authorized Absence codes:

C: Leave of absence for exceptional circumstance at the school's discretion

C1: participating in a regulated performance or undertaking regulated employment abroad.

C2: for a compulsory school age pupil subject to a part-time timetable

E: Suspended or permanently excluded and no alternative provision made

I: Illness (not medical or dental appointment)

J1: attending an interview for employment or for admission to another educational institution

M: attending a medical or dental appointment

Q: Unable to attend because of a lack of access arrangements

R: absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).

S: Leave of absence for the purpose of studying for a public examination

T: Parent travelling for occupational purposes

X: Non-compulsory school age pupil not required to attend school

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 emergency cause

Unauthorised absence codes

#: Planned whole school closure

G: Holiday not granted by the school

N: Reason for absence not yet established

O: Absent in other / unknown circumstances

U: Arrived in school after registration closed but before the end of session

Z: Prospective pupil not yet on register

Information and advice on attendance (Senior School)

Information and advice on attendance

This leaflet provides information and advice on attendance for parents and carers. Our full attendance policy can be found on the school website.

Why Attendance Matters

Regular attendance helps students to make good progress and enjoy learning. We consider pupil attendance to be the **joint** responsibility of parents/carers and the school. Being at school is a very important part of any young person's life. It enables them to learn, to make friends and to gain the knowledge and skills that will prepare them for a successful adult life. School and parents/carers are partners in making this happen.

What constitutes good attendance?

The Government has set **96% as the minimum satisfactory attendance** for all pupils. This still equates to 7 days away from school in a year.

Over 3 years

% = days missed

95% = 9 days
90% = 17 days
85% = 26 days
80% = 34 days

Over 5 years

95% = 9 weeks
90% = 17 weeks (almost half a school year)
85% = 26 weeks
80% = 1 year of school

There is a strong link between good school attendance and achieving good academic results.

Research suggests that **91% attendance = 1 GCSE grade DROP** in achievement. (DfES)

Authorised and Unauthorised absences

Authorised absences:

Illness, medical appointments, funerals, university visits, study leave.

Absence for these reasons is authorised, but absences will be monitored and followed up if required. Medical evidence may be required.

Unauthorised absences:

The following are examples of absences which are classified as unauthorised; this is not an exhaustive list

Birthdays, concerts/events, holiday during term time, truancy, resting after a late night

Persistent absence

Attendance is monitored. If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and offering support. If attendance dips below the following thresholds the necessary protocols will be followed.

<95%	Communication home regarding attendance from HSMs. Monitoring of attendance
<90%	Parents/ carers, and other professionals, will be invited to a meeting with school, to establish support to improve attendance
Persistent absence or 5 days/10 sessions unauthorised absence	Persistent unauthorised absence will be referred to the local authority. 5 days/10 sessions absence without permission, (medical letter etc), will be referred to the LA

08:45

Parents/carers should notify the school of the reason for any absence before 8.45 am. by emailing your child's House or calling the school office on 01453 827634

Information and advice on attendance (Prep School)

Information and advice on attendance

This leaflet provides information and advice on attendance for parents and carers. Our full attendance policy can be found on the school website.

Why Attendance Matters

Regular attendance helps students to make good progress and enjoy learning. We consider pupil attendance to be the **joint** responsibility of parents/carers and the school. Being at school is a very important part of any young person's life. It enables them to learn, to make friends and to gain the knowledge and skills that will prepare them for a successful adult life. School and parents/carers are partners in making this happen.

What constitutes good attendance?

The Government has set 96% as the minimum **satisfactory attendance** for all pupils. This still equates to 7 days away from school in a year.

Over 1 year

No. days missed...

95% = 9 days

90% = 17 days

85% = 26 days

80% = 34 days

Over 5 years

No. days missed...

95% = 9 weeks

90% = 17 weeks (almost half a school year)

85% = 26 weeks

80% = 1 year of school

There is a strong link between good school attendance and achieving good academic results.

Research suggests that 91% attendance = 1 GCSE grade DROP in achievement. (DfES)

Authorised and Unauthorised absences

Authorised absences:

Illness, medical appointments, funerals, school taster days

Absence for these reasons is authorised, but absences will be monitored and followed up if required. Medical evidence may be required.

Unauthorised absences:

The following are examples of absences which are classified as unauthorised:

Birthdays, concerts/events, holiday during term time, truancy, tiredness, leaving school early to take advantage of earlier/cheaper flights.

Persistent absence

Attendance is monitored. If attendance is persistent or unexplained, contact will be made with parents/carers outlining the importance of good attendance and offering support. If attendance dips below the following thresholds the necessary protocols will be followed.

<95% (half termly)	Communication home regarding attendance from Pastoral Leader. Attendance monitored.
<90% (half termly)	Parents/carers invited to a meeting with the school to establish support to improve attendance. We are mandated to report to the Local Authority if a pupil drops below 90% attendance.
5 days / 10 sessions unauthorised absence (does not have to be consecutive)	We are mandated to report to the Local Authority

08:15 – AM registration

08:45 – AM registration closes

Parents/carers should notify the school of the reason for any absence before 8.15 am. by emailing prep@wycliffe.co.uk or calling the school office on 01453 820470

Flow Chart for Determining Authorised Absence (Senior School)

