RUGBY SCHOOL

Attendance Policy and Procedure

Advent 2026

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Key School contacts

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1 Aims

1.1 This is the attendance policy of Rugby School (the **School**).

1.2 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 It has a positive impact on attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 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;

1.3.3 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;

1.3.4 to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to Rugby School

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 *2022*

[1]Working together to improve school attendance 2024 and states schools are expected to designate a 'Senior Attendance Champion' (SAC) - a senior leader with overall responsibility for championing and improving attendance in school and liaising with students, 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 (see paragraphs 15, 25 and 26)

3.1.3 Education and Skills Act 2008;

3.1.4 Children Act 1989;

3.1.5 Sponsorship Duties (UKVI, July 2023);

3.1.6 The School Attendance (Pupil Registration) (England) Regulations 2024;

3.1.7 Equality Act 2010; and

3.1.8 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 Working together to improve school attendance (DfE, July 2026);

3.2.2 Summary table of responsibilities for school attendance Summary table of responsibilities for school attendance (DfE, 2026);

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, July 2024);

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

3.2.6 Keeping children safe in education Keeping children safe in education (DfE, September 2026);

3.2.7 Children missing education (DfE, August 2024);

3.2.8 Supporting students with medical conditions at school (DfE, August 2017);

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

3.2.10 Mental health and behaviour in schools (DfE, November 2018);

3.2.11 Mental health issues affecting a student's attendance: guidance for schools (DfE, February 2023);

3.2.12 Support for students where a mental health issue is affecting attendance (DfE, February 2023);

3.2.13 Providing Remote education: guidance for schools (DfE, updated August 2024); and

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

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

3.3.1 Safeguarding and child protection policy;

3.3.2 Admissions Policy

3.3.3 Supervision Policy

3.3.4 Risk assessment for student welfare;

3.3.5 Student missing procedure

3.3.6 Special educational and additional needs policy

3.3.7 Discipline and rewards policy;

3.3.8 Guidelines for life at Rugby School

3.3.9 Student mental health and wellbeing policy

3.3.10 Standard terms and conditions

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy on request.

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

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 board of Governors.

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 student; and

(c) any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

5.1.4 References to a **student** includes anyone who is receiving an education at the school.[2]

5.1.5 **SAC** means the School's attendance champion

6 Responsibility statement and allocation of tasks

6.1 The Governing Body 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:

[2] This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve school attendance 2024 .

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least annually.
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least half termly
Formal annual review	Governing Body	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 students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students 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 students 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 student and consistently communicating those expectations to students and Parents.

8.3 Where there are barriers to attendance, the School will work effectively and respectfully with students, 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 individual and cohort level. It will use this information to identify students at risk of poor attendance, persistent or severe absence and to intervene early. Analysis will pay particular attention to cohorts who may face entrenched barriers to attendance, including students with a social worker, young carers, students with long-term medical conditions and students with special educational needs and/or disabilities.

9 Staff responsibilities

The SAC

9.1 The Proprietor has appointed a senior member of staff of the School's leadership team as SAC 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 SAC's 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 students and Parents.

9.2 **Staff with specific responsibilities for attendance[3]:**

The staff identified in Appendix 1 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 record all absences promptly and accurately using the processes specified;

9.2.3 seek explanations of absences required from students on their return to School;

9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with House (or parents of day students) to ensure that an explanation has been formally given to the School;

9.2.5 look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;

[3] The School should provide information and contact details of the staff who students and parents should contact about attendance on a day to day basis (such as a form tutor, head of year etc) and for more detailed support on attendance (such as a head of year, pastoral lead or family liaison officer etc) in Appendix 1

9.2.6 consider appropriate sanctions for students who arrive late in line with the School's behaviour and discipline policies; and

9.2.7 discuss non-attendance and / or lateness with students and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

9.4 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.

9.5 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 1-3.

11 Monitoring attendance

11.1 The School will undertake regular data analysis to identify students or cohorts requiring additional support, examine historic and emerging patterns, and develop targeted strategies to improve attendance. Analysis will take account of the School's context and will include cohorts who may face particular or entrenched barriers to attendance, including young carers, students with a social worker, students with long-term medical conditions and students with special educational needs and/or disabilities. Such analysis may include:

11.1.1 monitoring and analysing fortnightly attendance patterns and trends and provide support in a targeted way to students and families;

11.1.2 using this analysis to provide attendance reports to housemasters / housemistresses to facilitate discussions with students and to leaders (including the Special Educational Needs Coordinator and Designated Safeguarding Lead);

11.1.3 undertaking frequent individual level analysis to identify students who need support and focus staff efforts on developing targeting actions for those cases;[4]

11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.5 benchmarking attendance data at whole-school, year-group, House and relevant cohort level against appropriate comparator schools and, where available, local, regional and national data, to identify areas of focus for improvement;

11.1.6 devising specific strategies to address areas of poor attendance identified through data;

11.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

[4] See paragraph 45 of Working together to improve school attendance 2024

11.1.8 providing data and reports to the Proprietor to support its work.

12 Student responsibilities

12.1 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.

12.2 Students 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 provide accurate information pertaining to any unauthorised absence'

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 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, although the School encourages them to speak to their Hm or those staff identified in Appendix 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

13 Additional needs

13.1 The School recognises that some students may find it harder than others to attend School. It will work collaboratively and respectfully with students and Parents to understand and remove barriers to attendance, put support in place as early as possible and make reasonable adjustments where required.

13.2 The School will make reasonable adjustments[5] 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.

13.3 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

[5] In this case to meet the school's duty to make reasonable adjustments for students with a disability under section 20 of the Equality Act 2010.

disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed.[6]

13.4 Suitable strategies and support will also be considered for students with any social, emotional or mental health issue that is affecting their attendance[7].

13.5 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.

13.6 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 or cumulative 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.[8]

14 Parent / carer 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 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.

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 1 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

[6] The Mental health issues affecting a student's attendance: guidance for schools states in the non-statutory summary of responsibilities document 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.'

[7] See Mental health issues affecting a student's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for students where mental health is affecting attendance: effective practice examples

[8] See paragraph 57 of the statutory guidance Working together to improve school attendance 2024

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. It is the responsibility of the Governing Body to ensure staff receive this training. 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 students 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 students and student cohorts overcome commonly seen barriers to attendance.

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 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-familiar harms).

16.3 Where appropriate the schools will attend regular targeting support meetings.[9]

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 student and deletion returns;

16.4.2 Attendance returns[10];

16.4.3 Sickness returns.

16.5 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.

16.6 The School must provide specific student information on request to the Secretary of State. The School meets this requirement by having an electronic management information system

[9] Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify students and cohorts at risk of poor attendance and agree targeted actions and access to services for those students. See chapter 4 of the statutory guidance Working together to improve school attendance 2024.

[10] Schools are required to provide attendance returns to the local authority with the names and addresses of all students 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). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month - see chapter 2 and content on sharing information in the statutory guidance Working together to improve school attendance 2024

containing the required information that can be accessed by the DfE[11]. The School also uses this tool to monitor student level attendance and understand trends in attendance patterns.

16.7 Where appropriate, the School is expected to inform a student'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 Version control

Date of adoption of this policy	September 2026
Date of last review of this policy	September 2026
Date for next review of this policy	September 2027
Policy owner (SMT)	Liz Sale
Policy owner (Proprietor)	Governing Body

[11] Local authorities may seek, and schools are expected to provide, more frequent or comprehensive sharing of data than the statutory minimum where it is essential to fulfilling their obligations under the Education Acts and expectations set out in chapter 4 of the Working together to improve school attendance 2024 guidance. To avoid any unnecessary burdens for schools this should always be automatic from school registers and not require additional manual data collection/returns (see paragraph 50 of the guidance). Independent schools should note that they are not required to provide the specific student information on request to the Secretary of State relating to sharing daily student attendance data (see paragraph 52 of the guidance). We recommend independent schools consult their information management system providers for more details about the relevant permissions and accessible data..

Appendix 1 School arrangements[12]

1 Managing attendance

1.1 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[13] as required by law and set out in Appendix 2 and Appendix 3 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 day students to be present at School for the whole of the School day, usually from registration at 08.00 am to 6.00 pm, but this period may be extended, (for example for out of school clubs, sports fixtures or school trips) or reduced (should timetabled lessons finish earlier). Boarders reside on site throughout term-time, including weekends.

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 students should ensure their child attends School by 8.00am for morning registration;

2.3 Parents of boarding students should ensure their child returns to their boarding accommodation by 9.00 pm on Sunday before the beginning of the school week or as specified on the beginning of term notice.

3 Registration and attendance checks

3.1 The statutory morning attendance register is taken at 8.00am at the same time for all students whose attendance is required to be recorded. The register remains open for no longer than 30 minutes, until 8.30am.

3.2 The statutory afternoon attendance register is taken at 1.30pm at the same time for all students whose attendance is required to be recorded. The register remains open for no longer than 30 minutes, until 2.00pm.

3.3 Once the morning and afternoon registers close, a student will be recorded as absent if not present in the House or attending lessons.

[12] The School should tailor this section to ensure that its arrangements are set out clearly

[13] Boarding schools without day students are not required to keep an attendance register. Schools with a mixture of day students and boarders must keep an attendance register for the day students.

3.4 If a student is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).

3.5 If a student arrives after the register has closed but before the end of the session without a satisfactory explanation (e.g. because of an unavoidable cause), then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

3.6 the School uses iSAMS Registration.

4 **Reporting absence**

4.1 Parents of day students should report absence at the earliest reasonable opportunity and by 8.00 am on the morning of the first day of their child's absence to their child's House.

4.2 Parents of boarders should report absence at the earliest reasonable opportunity and by 9.00 pm on the Sunday evening when they are due to return to school.

4.2 Parents should respond to phone calls where their child is reported late or absent;

4.3 Parents must provide the school with at least 2 emergency contact numbers for their child and keep their contact details up to date by notifying the House by email of any amendments at the earliest opportunity;

4.4 Parents of day students should ensure that, where possible, medical or dental appointments for their child are made outside of the school day;

4.5 Parents should inform the school as soon as possible of any circumstances that may result in the student being taken off roll in the future.

Arrangements for reporting subsequent absence

5 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 **Managing absence**

6.1 Where any student we expect to attend school does not attend and we have not heard from their parent by 9.00am on Monday or 9.00pm on Sunday evening, the **House Staff will:**

- Call the student's parent/guardian to inform them that their child is absent from school; and if no reply is received within 30 minutes, call subsequent contacts listed on ISAMS.
- Establish the reason for absence and whether the absence is authorised. The School will not routinely require medical evidence for illness absence and will not operate a blanket requirement for such evidence. A Parent's notification that a student is too ill to attend will normally be accepted. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of the illness, or where it would help the School understand and support a prolonged or repeated pattern of illness.

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- If they have been unable to contact a parent/guardian, call the Head of Safeguarding and log as an incident on CPOMS. The matter may be referred to the child's home local authority;
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary and ensure that Admissions are aware of any sponsored student this affects.
- If absence continues for 10 consecutive days, the school will consider involving the child's home local authority Children Missing Education (CME) team and the absence will be marked as unauthorised;

6.2 For students returning to School after an extended absence, the student will be monitored by the House team with the involvement of other relevant pastoral staff. A child-centred review meeting may be called by a member of the team to co-produce a plan with the child, their parents and relevant professionals.

6.3 Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. The School will:

- use attendance data to find patterns and trends of persistent and severe absence;
- hold regular meetings with the parents of students who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- seek to identify barriers to attendance and remove these wherever practicably possible;
- Signpost or provide access to wider support services to remove the barriers to attendance.

Early action will be taken to reduce the risk of persistent absence. Where absence becomes severe, the School will intensify support and work closely with the relevant local authority and other partners. Severe absence (where a student misses 50% or more of school) will be treated as a safeguarding priority requiring particularly close multi-agency working. Where voluntary support is not effective or is not engaged with, the School will consider formalising support and, where appropriate, requesting legal intervention in line with the National Framework for Penalty Notices.

7 Part-time timetables

All students of compulsory school age are entitled to a full-time education. A temporary part-time timetable will only be used in very exceptional circumstances where it is in the student's best interests and is needed to meet individual needs; it will not be used to manage behaviour. The arrangement must be agreed with the Parent with whom the student normally lives, form part of a wider support, health-care or reintegration plan, include regular review dates with the student and Parent, and have a proposed end date so that it remains in place for the shortest time necessary. Where the student has a social worker, they will be kept informed and involved; where the student has an EHC plan the

relevant local authority will be consulted. Attendance will be recorded using the appropriate national attendance code.

8 Authorised absences

8.1 Authorised absence means that the School has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.[14] Oversight of authorised absence is held by the Assistant Head (Houses).

9 Applications for an authorised leave of absence

9.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Hm, who will seek approval from the Deputy Head (Pastoral).

9.2 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. The School will not operate blanket policies under which leave of absence is granted automatically for particular circumstances or events.

9.3 Apart from illness or where there are additional needs, no student should be away from School without prior permission from the Hm (gained through Deputy Head (Pastoral)).[15]

9.4 If a leave of absence is granted, it is for the Deputy Head (Pastoral) to determine the length of the time the student is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

9.5 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 students belong. Parents are expected to make a request for this type of leave of absence in advance.

10 Reporting duties

10.1 The School has statutory reporting obligations where a student fails to attend regularly and the relevant reporting criteria are met. The School will make the required attendance returns to the local authority in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current statutory guidance.

10.2 It is expected that sponsored students' attendance will not drop below 80% or miss 10 consecutive contact points of unauthorised absence. If any of the above occurs, the School will assess the reasons behind this, and if necessary, the School may report this on the SMS as per the sponsor guidance.

10.3 For these purposes, missing one contact point means that the student has missed both registrations on one day.

[14] A leave of absence may be granted by the Head or other person the authorised to do so by the proprietor. While the guidance is not specific on this point we recommend it is a member of the school leadership team

[15] See footnote above

10.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

10.5 Action will also be taken in accordance with the missing students protocols and the safeguarding and child protection policy if any absence of a student from the School gives rise to a concern about their welfare.

Appendix 2 Admission register

1 Admission register

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

1.1.1 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

1.1.2 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.

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 student in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended and in the case of boarding schools whether each student of compulsory school age is a boarder or day student.[16]

1.5 A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.[17]

1.6 Where the School notifies the local authority that the student'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 student;

1.6.2 the address of the student;

1.6.3 the full name and address of any parent the student normally lives with;

1.6.4 at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;

1.6.5 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;

[16] Regulation 8 of The School Attendance (Student Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance 2024

[17] Schools must refer to regulation 9 of The School Attendance (Student Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a student from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance 2024.

1.6.6 name of the student's other or future school and student's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.

Appendix 3 Attendance register

1 Attendance register

1.1 The School records and monitors attendance in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and the statutory guidance Working together to improve school attendance 2026.

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 Attendance Regulations.

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.[18]

1.4 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.

1.5 Where an attendance register is required, it is taken twice daily: once at the start of the morning session and once during the afternoon session. Each statutory register is taken at the same time for all students whose attendance is required to be recorded.

1.6 On each occasion it will be recorded whether every student (with the exception of a student 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 student 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;

[18] Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

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 student's education;

1.7.5 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.[19]

The codes are listed in Appendix 4.

3 Remote education

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

3.2 Remote education will only be used as a last resort where a student is well enough to learn but unable to attend the School site, and where it forms part of a plan to support the student's reintegration into in-person education.

3.3 In the limited circumstances when the School decides to use remote education for individual students 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 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;

3.3.2 remote education must form part of a reintegration plan, with a formal arrangement to review its effectiveness regularly and to identify the support and flexibilities needed to enable the student's return to School at the earliest appropriate opportunity;

3.3.3 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.

[19] Schools should refer to regulation 10 of The School Attendance (Student Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance 2024.

3.4 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.

3.5 The School will utilise a digital education platform that will be kept up-to-date and keep students 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 or where no explanation has been given 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 Assistant Head (Houses).

4.1.2 the reason for absence has not been provided;

4.1.3 a student is absent from school without authorisation;

4.1.4 a student has arrived in school after registration has closed and without reasonable explanation.

Appendix 4 Attendance Codes

Attending the school

Code	Definition
/	Present (AM)
\	Present (PM)
L	Late

Attending an approved educational activity

Code	Definition
[V]	Educational Visit or Trip
[P]	Approved Sporting Activity
[W]	Work Experience
[K]	Educational Provision Arranged by LA – "nature" must be recorded
[B]	Approved Educational Activity – "nature" must be recorded

Absent - leave of absence (authorised absence)

Code	Definition
[S]	Study Leave
[IS]*	Illness (in school) NOT medical/dental appointment etc
[IH]*	Illness (at home) NOT medical/dental appointment etc
[M]	Medical/Dental/Optician Appointments
[E]	Suspended or Rusticated or Permanently Excluded
[R]	Religious Observance
[C]	Other authorised leave of absence, including authorised non-attendance under an agreed flexi-schooling arrangement where applicable
[C1]	Regulated Performance [C1]
[X]	Non-Compulsory School Age Absence
[D]	Dual registered at another school – use only where the student is also on that school's admission register

[T]	Parent travelling for work purposes - pupil must be registered at another school [T]
[C2]	Temporary Reduced Timetable
[J1]	Employment/Educational Interview
[Q]	Unable to attend because of lack of access arrangements – only in the circumstances specified by regulation 10
[Y1]	Normal Transport Unavailable
[Y2]	Widespread Travel Disruption
[Y3]	Part of School Out of Use
[Y4]	School Unexpectedly Closed
[Y5]	Subject to Sentence of Criminal Justice Detention
[Y6]	Unable to attend in accordance with public health guidance or law
[Y7]	Unavoidable Cause – "nature" must be recorded

Absent - Unauthorised Absence

Code	Definition
[U]	Arrived in School after the register closed
[N]	Reason for absence not yet established – temporary code; replace with the appropriate code as soon as the reason is established and no later than 5 school days after the session
[O]	Unauthorised Absence (unknown circumstances)
[G]	Family Holiday (NOT Agreed)

Administrative codes

Code	Definition
[#]	School Closed to Pupils (planned)
[Z]	Pupil Not Yet on Roll

* For reporting purposes and by govt. requirements, [IS] and [IH] are mapped to **Illness [I].**

Appendix 5 Illness

Students may remain in House and miss School because of illness, although the amount of time needed will differ according to the severity of their condition:

A Day in House – a student remains in House for the whole day, not going out for any reason – academic, cocurricular or social.

Time Out – may be granted for something that may go away after a short period (for example, one lesson), such as a headache which will respond to painkillers. Providing the student is back in lessons, the student can continue with the rest of the day's activities, at the discretion of the House staff. This enables students to avoid missing too much School.

Returned to House – If a student has to return to House during the course of the day, they will generally be given a 'Day in House'. Evening activities may not be attended.

Procedure

The Housemaster / Mistress or Matron, may grant time out or a day in House if a student is clearly unwell enough to attend School.

If staff have any concerns that a student may not be ill, or indeed has something more serious such as a temperature, D&V, persistent pain etc. then they should be sent to the San Medical Centre to be checked by one of the Nurses.

Any student who needs to leave a lesson because of feeling unwell MUST return directly to house and report to matron. Any student accompanying the ill student must return directly to the lesson.