Attendance of Pupils

This policy covers all pupils from age 3 – 19 years attending all Schools within the Royal Russell Trust Group of Schools including the EYFS.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence. It has been prepared to meet the School's responsibilities under Working together to improve school attendance (DfE, statutory guidance, July 2026);

It also makes reference to the following guidance: Summary table of responsibilities for school attendance (DfE, July 2026); Keeping children safe in education 2026; and Children missing education: statutory guidance for local authorities and schools (DfE, updated September 2025).

This policy applies to all pupils enrolled at Royal Russell School and St David's School. The specific procedures for registration and attendance of pupils at Royal Russell Senior School, Royal Russell Junior School and St David's School are attached in the appendix.

Aims

Royal Russell School and St David's School aspire 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.

The aims of this policy are as follows:
to develop and maintain a whole school culture that promotes the benefits of good attendance;
to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
to prioritise attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
to help to promote a whole school culture of safety, equality and Child Protection.

Staff Responsibilities

Royal Russell Trust will ensure 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, all staff will understand the importance of good attendance and the requirement to follow up absence promptly. In line with KCSIE 2026, staff must recognise that absence, including repeated, prolonged or unexplained absence and children missing education, can be a safeguarding warning sign. Staff must report safeguarding concerns without delay through the School's safeguarding procedures and must not wait for an attendance threshold to be reached. Training will outline the School's strategies and procedures for tracking, following up and improving attendance.

Staff should also recognise the importance of support for those children unable to attend School for health reasons.

Pupil Responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and will follow up if a pupil is failing to attend School regularly.

Pupils and parents should be aware that:

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

Non-attendance may result in action being taken by the School. This may take the form of:

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

In serious cases it may result in

Reporting or referral to the local authority or other agencies such as children's social care; and sanctions against pupils or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they should speak to any member of staff. Pupils are entitled to expect this information to be managed sensitively.

Parent Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

As per Department of Education guidance, parents are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

Senior school parents should regularly check their child’s attendance record via the relevant school’s online portal or other system (see details in appendix)

Pupils with additional needs including those who are suffering long term illness

The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to remove barriers by building strong and trusting relationships and

putting the right support in place. The School will listen to and understand the pupil's and family's circumstances, agree practical actions, review their impact and avoid a solely punitive response. Particular attention will be given to pupils who are persistently or severely absent or at risk of becoming so, pupils with a social worker, young carers, pupils with SEND, pupils experiencing mental or physical ill health and other pupils whose absence may indicate increased vulnerability.

The School will make reasonable adjustments where a pupil has a disability that puts them at a disadvantage in relation to attendance. It will work with parents and, where appropriate, the local authority or other agencies to develop individual support for pupils with special educational needs and disabilities. Where mental or physical ill health affects attendance, the School will facilitate appropriate support, maintain educational contact and consider whether a statutory education provision duty may be engaged. A part-time timetable will be used only in exceptional circumstances, for the shortest necessary period, with parental agreement, a clear plan and review date; it will not be used to manage behaviour or as a long-term solution.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance. This will usually be in consultation with the Deputy Head (Pastoral) in the Junior School. Head of Learning Enrichment (Royal Russell Senior School) / school SENCO (Royal Russell Junior School/St David's), Lead Nurse and/or appropriate member of the School Pastoral Team.

Where barriers are outside 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 Family Help or other local authority provision.

As per the Department for Education advice, parents are expected to work with the school and local authority to help them understand their child's barriers to attendance. This requires that they proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

If a pupil is unwell and unable to attend school long term, for example if they are an inpatient or a doctor has advised that they cannot attend, the School will provide suitable work, if appropriate, and will liaise with those authorities caring for the child.

School Attendance Champion

The member of each School Leadership Team who takes on the role of School Attendance Champion (SAC) is as follows:

Royal Russell Senior School:
Pastoral Deputy Head: Sara Ward (sward@royalrussell.co.uk)
Royal Russell Junior School:
Pastoral Deputy Head: Sarah Pain (s.pain@royalrussell.co.uk)
St David's School:
Deputy Headteacher: Brenda Rogers (brogers@stdavidsschool.co.uk)

The SAC's responsibilities are:

- to set a clear vision for maintaining and improving attendance in School, working with all relevant staff including the Safeguarding Team
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- To work with the HoMs and HoYs or Phase Leaders and members of SSLT /JSLT/SDLT to ensure that those pupils who are absent long term due to illness are supported educationally by the School:

- to monitor and evaluate progress, including the efficacy of the school's strategies and processes;

- to have oversight of and analyse attendance and absence data with the help of the Attendance Officer and/or Data Manager, including comparison over time and between pupil groups, to identify emerging patterns, persistent absence and severe absence and to evaluate the impact of support and interventions;
- To ensure that every entry in the school's attendance and admission registers is preserved for six years from date of entry;
- to communicate clear messages on the importance of attendance to pupils and parents via HOMs and HoYs or Phase Leaders, members of SSLT/JSLT/SDLT and whole School communications.
- to ensure timely information sharing and joint working with the local authority, social care, the Virtual School Head, the youth offending team, health services and other relevant partners where absence is at risk of becoming persistent or severe or raises a safeguarding concern.

Admission register (School Roll)

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

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points. This will be done through completing Croydon's Pupil Migration Form.
- The admission register will be kept electronically and a back-up copy of the register will be made at least once a month in the form of an electronic copy is made automatically via our SIMS/iSAMS backup
- The school will ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name will be deleted.
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School will provide it with the following information using Croydon's Pupil Migration Form:

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

Daily Attendance Register

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 and 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. The attendance register is taken twice a day, once in the morning and once in the afternoon.

The attendance register is kept electronically and is backed up weekly via the School backup process and SIMS/iSAMS disaster recovery process. This information is kept for six years from date of entry alongside all SIMS/iSAMS data. The School will use these records to identify patterns of poor attendance at individual and cohort level and work with pupils and parents to resolve issues before they become entrenched. Attendance data will be reviewed regularly and at least half-termly by senior leaders and the Attendance Champion, with appropriate oversight by Governors. Analysis will include persistent absence (10% or more sessions missed), severe absence (50% or more sessions missed), punctuality, reasons for absence and disparities between relevant pupil groups.

Absences from School

If a pupil is away from School without permission, absence will be discovered at morning registration. The School will promptly contact the parent or carer on the same day, use all reasonably available contact information and record the outcome. Where the pupil's whereabouts cannot be established, or the absence is unusual or gives rise to concern, staff will immediately consider the pupil's vulnerability and initiate the appropriate safeguarding or missing-pupil response.

If this leads to a concern that a pupil may be missing, in line with our missing pupil procedure, the Deputy Head or Head, along with the Deputy Head Pastoral will be informed.

Authorised absences

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. The School will act in accordance with the statutory guidance published by the Department for Education (Working together to improve school attendance) when deciding whether an absence will be authorised.

Applications for an authorised leave of absence

Apart from illness, no pupil should be away from School without prior permission.
Applications for authorised leave of absence will be considered in accordance with Working together to improve school attendance. The Head, or a person authorised by the Head, may grant leave only in the circumstances permitted by the School Attendance (Pupil Registration) (England) Regulations 2024. Leave for exceptional circumstances will be determined individually; the need or desire for a holiday is not an exceptional circumstance. Any leave granted will specify the dates on which the leave begins and ends.

Taking part in a regulated performance or employment abroad
Attending an interview: for entry into another educational institution or for future employment

- Study leave: for public examinations (Senior School only)
- A temporary, time-limited part-time timetable
- Exceptional circumstances

The School considers the following to be examples of exceptional circumstances: bereavement, attending a funeral, a housing crisis that prevents attendance.

Referrals for Attendance Concerns

The School will follow a support-first approach: expect high attendance; monitor attendance and absence; listen to and understand barriers; facilitate appropriate support; formalise support where voluntary arrangements are not effective or not engaged with; and work with the local authority when enforcement may be necessary. Where absence persists or becomes severe, the School will seek advice and support through the local authority's school attendance support arrangements and other relevant services. A referral to children's social care will be made without delay where the threshold for statutory intervention is met. Legal intervention will be considered only where support is not appropriate, has not succeeded or has not been engaged with, and will follow the local authority code of conduct and the national framework for penalty notices.

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. A contact point is defined as one school day. The report will be made by the School's Level 1 user, the Admissions Data Manager, via the Sponsor Management and in accordance with prevailing UKVI guidance.

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

Updated	CJH/SWA/SP/SS	September 2026
Reviewed and approved	EWC	October 2026
Next Review		September 2027, or earlier if statutory guidance changes

Promoting Good Attendance

Royal Russell Senior School will promote good attendance by including positive messages about the importance of good attendance in the Head of Senior School's Newsletter.

Royal Russell Senior School will use data to target attendance improvement efforts in the following ways:

- The Attendance Champion will review cumulative attendance data half termly from January each year to identify pupils with less than 90% attendance. Parents will be contacted to alert them to their child's low attendance and this communication will include information about how various percentages (eg 90%, 85% etc) equate to days missed per year.

- Raw attendance data is shared with parents, carers and guardians via Involve. Upon logging in, key information is available, including the current attendance percentage and information about whether the pupil has been marked present at each registration point (ie am and pm registration each day).

- Attendance percentages will appear on school reports.

SENIOR SCHOOL PUPIL ABSENCE PROCEDURES

These procedures cover all pupils in the Senior School

Royal Russell has a legal duty and duty of care to maintain and record appropriate attendance registers.

Statutory Attendance registers are recorded by Housemasters/Housemistresses (HoMs), tutors or class teachers at the beginning of the morning and afternoon of each school day. Day Houses are open from 07:50.

Registration Times: Morning 08:15-08:30 in houses or tutor rooms
Afternoon 13:55-14.05 in lessons or activities

We also operate a lesson-by-lesson registration which is monitored by the Attendance Officer to identify patterns of lateness and absence, and to identify when a pupil is missing.

Boarding Pupils

As a day and boarding school, the School is open 24 hours.
On week days boarding pupils are checked into breakfast between 07.30 and 08.00am and then registered by tutors (alongside day pupils) at 08:15. They are registered in boys' houses at 18:00 and in girls' houses at 18:15 and again before bedtime (between 21:00 and 23:30).

At the weekend, boarding pupils are registered:

On Saturday at 10:30, 18:00 and before bedtime
On Sunday at 12:15, 18:00 and before bedtime

Pupils arriving Late

Pupils arriving late between 08:20 and 08:30 will register in their house or classroom, where they will be marked as late.

Pupils arriving after 08:30 must report to the Attendance Officer in the Senior School Office.

The Information Management team send a weekly report on late pupils to HoMs who then follow up

with pupils and, if necessary, apply sanctions to those pupils who are persistently late. Persistently late is defined as three occasions in any half term period. An explanation is sought by the Attendance Officer, tutor or Housemaster / Housemistress from the parent when there is persistent lateness or a pattern of lateness (eg on particular days).

Leaving School

Once on site, pupils are not allowed to leave without permission. If a pupil needs to leave the site during the school day (08:15 – 15:50) the HoM or tutor must have received a letter/email confirmation from the parent/guardian. The pupil then fills out a 'green slip' available from their HoM or the school office.

When leaving the school site, the pupil must take the slip to the Attendance Officer in the School Office and sign out.

A pupil must sign back in at the School Office if returning before the end of the school day (15:50).

If a pupil has a school activity that takes place after the end of the school day, they must not leave site between the end of school and the start of the activity unless their HoM has received written permission from their parent/guardian.

Pupil Absence Procedure

If a pupil is absent, the School needs to have confirmation of the reason from a parent by email or telephone.

Absence notification should be made via the Involve app via the 'Tasks' button and by selecting 'Report Absence'. Alternatively contact can be made by email to the HoM with the Attendance Officer copied in (absence@royalrussell.co.uk) or by telephone to the School Switchboard 020 8657 4433.

Notification must be given before 08:30 on the day of intended absence.

Permission for one day of absence for medical or exceptional circumstances may be given by the HoM, all other requests for leave should go to the Head of Senior School, giving as much notice as possible. It should be noted that since July 2024 as a consequence of new statutory guidance it is no longer possible to authorise an absence for a holiday, and that holidays are always recorded as unauthorised absences.

If a pupil is absent for five consecutive days of authorised absence, due to illness/medical reasons, the Attendance Officer will alert the HoM who will contact the parents and obtain a doctor's certificate, if required.

Following up on unexplained absence

Any unexplained absences are followed up by the School Attendance Officer on the same day by contacting the parents of the pupil.

Information relating to the reason for absence is then shared with the tutor and HoM and the relevant absence code is recorded by the Attendance Officer on the registration status report.

Pupils who are absent without permission or good reason will be recorded as unauthorised absence. This will be reported to the local authority (Croydon) in line with their current requirements.

If a pupil is absent and subsequently produces a valid note from their parents, or the reason for their absence is confirmed in some other way, the appropriate registration code will be retrospectively entered. This procedure applies in every case of unauthorised absence.

If it is not possible to contact the parent to establish the whereabouts of the pupil, a safeguarding response will be initiated. This will involve contacting the 'emergency contact' for that child, and if

this is unsuccessful, the DSL (or Deputy) will be alerted. If repeated attempts to locate the child are unsuccessful, contact with Children's Services and/or a home visit will be considered as options to resolve the concern.

Monitoring of the attendance register (repeated absences)

HoMs will monitor attendance patterns of pupils in their house in liaison with tutors, and if concerned will contact home, recording any conversation on ISAMS.

Should a conversation with a parent give rise to a safeguarding concern, such as a concern about the family's circumstances or a sense that 'Emotionally Based School Non Attendance' may be driving the absence, the HoM will make a record on MyConcern and discuss the case with a member of the Safeguarding Team.

The Attendance Champion will review cumulative attendance data half termly from January each year to identify pupils with less than 90% attendance. Parents will be contacted to alert them to their child's low attendance and this communication will include information about how various percentages (eg 90%, 85% etc) equate to days missed per year.

Consecutive days of unauthorised absence

When a pupil is absent without permission or good reason this will be recorded as unauthorised absence.

If, despite daily contact from the Attendance Officer, a pupil accumulates three days of unauthorised absence, the Attendance Officer will contact the DSL who will assess the situation and take any appropriate action.

Other relevant procedures

Pupils are granted study leave for some internal examinations as part of their preparation for public exams and for external examinations. Clear guidance is given to parents and pupils regarding expectations and communication with regard to duty of care. All pupils who are on study leave may study at School if they feel this is more suitable than studying at home. If a pupil does not attend an examination the usual attendance procedures will apply (eg Attendance Officer will contact home to establish the reason for absence).

Raw attendance data is shared with parents, carers and guardians via Involve. Upon logging in, key information is available, including the current attendance percentage and information about whether the pupil has been marked present at each registration point (ie am and pm registration each day). If a pupil is absent from school and parents have not communicated this, the Attendance Officer will phone home on the morning of the absence to notify the parent and seek and explanation.

Missing Pupils

Missing pupil procedures are covered in the Supervision of Pupils Policy. These are enacted when a discrepancy between expected attendance and presence at school (eg in a lesson) is identified. This could be when a pupil does not arrive at school on a day that their parents have sent them to school, or when a pupil who has been marked present earlier in the day can no longer be found and has not used the 'green slip' signing out process and/or been given permission to leave by their parent.

Children missing education procedures are covered in the 'Children Missing in Education' policy which covers on- and off- rolling procedures and the actions taken when a child misses school for an extended period without a reasonable explanation (eg a health condition covered by a doctor's letter).

These procedures cover all pupils in the Junior School

Royal Russell has a legal duty and duty of care to maintain and record appropriate attendance registers.

Statutory Attendance registers are recorded by Class Teachers or Specialists Teachers at the beginning of the morning and afternoon of each school day.

Registration Times

Pupils enter school from 8.15am with registration taking place at 8.25am. Afternoon registration is taken at 1pm daily. Pupils accessing wraparound care including Breakfast Club, Clubs and Creche are registered via Involve at each activity.

Pupils arriving Late

Pupils arriving late after 8.35am, following the gate closing at 8.30am, when registration closes, will be escorted to their classrooms by the Junior School Office Team and registered by their Class or Specialist teacher. After 8.35am, pupils must report to the Junior School Office and are marked as late.

The Junior School secretary highlights with JSLT any pupils who continually arrive late.

Leaving School

Once on site, pupils are not allowed to leave without communication from parents. During the School day, Junior School pupils will be collected and escorted off site by a responsible known adult. Pupils will be signed out from the Junior School Office. A pupil must sign back in at the School Office if returning before the end of the school day (15:30).

Pupil Absence Procedure

If a pupil is absent, the School needs to have confirmation of the reason from a parent by email or telephone.

Parents are requested to email the dedicated Junior Absence email (juniorabsence@royalrussell.co.uk) or to telephone the Junior School on 0208 651 5884 before 8.45am on the day of intended absence. Absence will be followed up with individual families on a daily basis by the Junior School Secretary and reason for absence recorded.

Permission for a partial day or one day of absence for medical appointments can be authorised by the Junior School Office. Class teachers will forward requests for medical appointments to the Junior School Secretary. All other requests for leave should go to the Head of Junior School, giving as much notice as possible. It should be noted that from July 2024 as a consequence of new statutory guidance it is no longer possible to authorise an absence for a holiday, and that holidays are always recorded as unauthorised absences.

If a pupil is absent for five consecutive days of authorised absence, due to illness/medical reasons, parents will be asked to obtain a doctor's certificate, if required.

Following up on unexplained absence

Any unexplained absences are followed up by the Junior School Secretary on the same day by contacting the parents of the pupil.

Information relating to the reason for absence is recorded on the registration status report using the relevant absence code. Class Teachers, Phase Leaders and/or the Deputy Head (Pastoral) and DSL

are notified as deemed appropriate is recorded by the Attendance Officer on the registration status report.

Pupils who are absent without permission or good reason will be recorded as unauthorised absence. This will be reported to the local authority (Croydon) in line with their current thresholds.

If a pupil is absent and subsequently the reason for their absence is confirmed, the appropriate registration code will be retrospectively entered. This procedure applies in every case of unauthorised absence.

If it is not possible to contact the parent to establish the whereabouts of the pupil, a safeguarding response will be initiated. This will involve contacting the 'emergency contact' for that child, and if this is unsuccessful, the DSL (or DDSL) will be alerted. If repeated attempts to locate the child are unsuccessful, contact with Children's Services and/or a home visit will be considered as options to resolve the concern.

Monitoring of the attendance register (repeated absences)

Class Teachers and Phase Leaders will monitor attendance patterns of pupils in their class and phase, and if concerned will contact home, recording any conversation on ISAMS.

The Attendance Champion will review cumulative attendance data half termly to identify pupils with less than 95% attendance. Parents will be contacted to alert them to their child's low attendance and this communication, where appropriate, will include information about how various percentages (eg 90%, 85% etc) equate to days missed per year. Consideration will be given to each individual pupil's circumstances and each set of circumstances will receive a personalised approach and response.

Consecutive days of unauthorised absence

When a pupil is absent without permission or good reason this will be recorded as unauthorised absence.

If, despite daily contact from the Junior School Secretary, a pupil accumulates three days of unauthorised absence, the Junior School Secretary will contact the Phase Leader and/or Deputy Head (Pastoral) who will make contact with the family and the emergency contact if necessary.

Pupils in Nursery are attending non-compulsory education and may not attend Nursery full-time. Consideration will be given to this and the pupil's individual attendance when the School is formulating a plan of action.

Missing Pupils

Missing pupil procedures are covered in the Supervision of Pupils Policy. These are enacted when a discrepancy between expected attendance and presence at school (eg in a lesson) is identified. This could be when a pupil does not arrive at school on a day that their parents have sent them to school, or when a pupil who has been marked present earlier in the day can no longer be found.

Children missing education procedures are covered in the 'Children Missing in Education' policy which covers on- and off- rolling procedures and the actions taken when a child misses school for an extended period without a reasonable explanation (eg a health condition covered by a doctor's letter).

Promoting Good Attendance

- Attendance data is analysed each half term. When data falls below 90%, reasons will be investigated and a follow up meeting with parents arranged, as necessary.
- Attendance data is presented and discussed half-termly with the Safeguarding Team to decide any necessary next steps.

Registration Times

Morning 08:30-08:45
Afternoon 13:30-13.40

The register must be taken at the start of each morning and afternoon session. The register must be closed 15 minutes after the beginning of the morning session i.e. by 8.45am (or before the start of assembly) and 10 minutes after the start of the afternoon session.

Pupils arriving Late

Pupils arriving after the side gate has closed between 8.30am and 8.45am will need to be brought in to school via the Office, where the parents will be required to sign them in. The pupil will be marked late on the register (L) and the time will be recorded.
Pupils arriving after 8.45am will need to be brought in to school via the Office and will be marked as an unauthorised late (U). The time they arrive and the reason for their late arrival will be recorded on the electronic Attendance Register.

Leaving School

Any pupil leaving during the school day will go via the Office, where office staff will make a note of this.

Pupil Absence Procedure

• Parents must request an absence for any planned appointment or event. This should be sent to the School Office in writing (via e-mail) prior to the event.
• Parents must contact the School Office on the first day of absence notifying the school of the reason why the child will not be attending. This can be by e-mail, by telephone or in person.

Following up on unexplained absence

Any unexplained absences are followed up by the School Attendance Officer by 10am on the same day by contacting the parents of the pupil.

Information relating to the reason for absence is then shared with the form teacher and the relevant absence code is recorded by the Attendance Officer on the register.

Pupils who are absent without permission will be recorded as an unauthorised absence.

If a pupil is absent and subsequently the reason for their absence is confirmed, the appropriate registration code will be retrospectively entered. This procedure applies in every case of unauthorised absence.

If it is not possible to contact the parent to establish the whereabouts of the pupil, a safeguarding response will be initiated. This will involve contacting the 'emergency contact' for that child, and if this is unsuccessful, the DSL (or Deputy) will be alerted. If repeated attempts to locate the child are unsuccessful, contact with Children's Services and/or a home visit will be considered as options to resolve the concern.

Monitoring of the attendance register (repeated absences)

Every half term the Deputy Head and the Attendance Officer meet to monitor attendance and punctuality. They identify developing patterns of irregular attendance and lateness. Children who are causing concern are then discussed with the Form Teacher and the Head Teacher. Parents are invited to a meeting to discuss and resolve the issues. The school provides accurate information/records for parents through individual letters, when necessary, where a child's attendance/lateness is at, or has fallen below, 90%.

Missing Pupils

Missing pupil procedures are covered in the Missing Child Policy. These are enacted when a discrepancy between expected attendance and presence at school (eg in a lesson) is identified. This could be when a pupil does not arrive at school on a day that their parents have sent them to school, or when a pupil who has been marked present earlier in the day can no longer be found.

Children missing in education procedures are covered in the 'Children Missing in Education' policy which covers on- and off- rolling procedures and the actions taken when a child misses school for an extended period without a reasonable explanation (eg a health condition covered by a doctor's letter).